February 10, 1954

Mr. G. H. Griffiths
Fund for Adult Education
914 East Green Street
Pasadena 1, California

Dear Mr. Griffiths:

President Graydon Ausmus raised the question, in a telephone conversation yesterday, as to whether we have been explicit enough, in our requests, so that you are clear on the priority we give to the various projects outlined, and the length of time required to carry them out.

Supplementing my letter to you of February 4, therefore, outlining our inability to secure a good engineer without giving some assurance of at least two years tenure, I should like to say that the same sort of thinking governs our plans concerning the proposed personnel placement service and the consultant services outlined in our November 24 proposal.

These latter two projects, followed closely by our workshop, scholarship, fellowship and foreign study support, and basic program-planning research proposals, in roughly that order, also represent the priority which the Executive Committee attaches to these various requests, in date of consideration hoped for.

This is true since the NAEB explicitly expects, and is expected, to be the organization which provides the services outlined in our request, which followed discussions in Chicago on the areas of most efficient concentration for the various organizations concerned with the development of educational broadcasting.

It is understood, of course, that only a portion of the workshops and seminars proposed may be able to be held in any given year, since the general upgrading problem is one which will require several years to achieve. Each year's areas of concentration will therefore have to be decided and revised in the light of current needs. At the same time, we believed that you would want to know our long-term thinking; therefore our request statement was fairly complete.

I hope that this will serve to clarify and more clearly define our

position. It is not intended in any way to complicate, alter, or repeat earlier requests.

Very sincerely yours,

Harry J. Kearns
Executive Director

On Behalf of President Graydon Ausmus
and the Executive Committee

HJS:ms

NTCB
placement
servic

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

14 GREGORY HALL
URBANA, ILLINOIS

April 27, 1954

Dr. Harry J. Skornia
Executive Director
National Association of
Educational Broadcasters
14 Gregory Hall
Urbana, Illinois

Dear Dr. Skornia:

We are happy to announce the opening of the NAEB EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE as of May 1, 1954. This free placement service is available to all educational television and radio organizations whether or not they are members of the NAEB. Full time operation is now possible through a grant from the Fund for Adult Education, an independent organization established by the Ford Foundation.

In opening your new television station, you will of course be needing experienced persons in various positions. We will be glad to help you find qualified personnel if you will send us information about the positions you will have available, such as the number of engineers, production men, technicans, etc., plus a brief description of each job, including age requirements, educational qualifications, experience and salary.

In the near future we plan to issue job analysis and description materials to facilitate job classification throughout the educational television and radio field.

Could you please advise us to whom we should address our letters and publications for any further correspondence?

Hoping to be of service to you in the near future, we remain

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker

Don Walker (in charge)

FAE

FOR INFORMATION OF
cc: Messers. Blakely, Griffiths, Nims,
Skornia, Young

March 26, 1954

Mr. Grayden Ausmus, President
National Association of Educational Broadcasters
Box 2002
University, Alabama

Dear Mr. Ausmus:

It gives me great pleasure, on behalf of our Board of Directors, to tell you that the Board, at its meeting on January 20, 1954, approved a grant of $7,000 for one year beginning April 1, 1954 to the National Association of Educational Broadcasters to make possible the establishment of a regular, comprehensive personnel service aimed at serving the needs of the entire field of educational television and radio. A check in the amount of $7,000 will be sent by our accounting department to Mr. Harry J. Skornia, Executive Director of the National Association of Educational Broadcasters.

Our Directors understand that this service will place on an organized and more efficient basis the placement and personnel classification functions at present handled by a variety of organizations. It is understood that the director and secretary of the placement bureau will be full-time staff employees of the National Association of Educational Broadcasters. Systematic efforts will be made by them to maintain files as nearly complete as possible on all qualified personnel seeking positions in the fields of educational television and radio. This service by the Association will be made generally known both among its member stations and others, and inquiries from all sources, whether NAEB members or not, concerning personnel will be given full attention. In short, it is understood that this grant will make it possible for the NAEB to meet all present and prospective needs for a general personnel placement service in all aspects of educational television and radio.

Our Board would appreciate a progress report on this project in time for our annual meeting, which will take place in October 1954. Such a report should be in our hands by the first of October. At the close of your fiscal year we should appreciate an audited financial statement with respect to the project.

Mr. Griffiths will continue to keep in close touch with you on this and other matters of mutual concern to the National Association of Educational Broadcasters and the Fund.

With all good wishes for the success of this new service in the rapidly developing field of educational television and radio,

Sincerely yours,

Martha C. Howard

MCH gc

Placement Service

March 29, 1954

Mrs. Mary Waters Kelly
In charge of Personnel Placement for TV
National Citizens Committee for Educational Television
Ring Building
Washington, D.C.

Dear Mrs. Kelly:

As Mr. G. H. Griffiths has probably already informed you, NAEB is now ready to start the NAEB Placement Service. It is hoped that the service will be in full scale operation by May 1, 1954. Will you please forward the files and listings that you have on personnel placement to us at your earliest convenience?

Also, we would appreciate it if you could circularize your listings to the effect that the NAEB Placement Service will be in operation and available for personnel placement as of May 1, 1954.

Thank you for your consideration and service.

Very truly yours,

NAEB PLACEMENT SERVICE

Don Walker (in charge)

cc: Mullen
Griffiths
NAEB Officers

NCCET

March 29, 1954

Mrs. Mary Waters Kelly
In charge of Personnel Placement for TV
National Citizens Committee for Educational Television
Ring Building
Washington, D.C.

Dear Mrs. Kelly:

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Also, we would appreciate it if you could circularize your listings to the effect that the NAEB Placement Service will be in operation and available for personnel placement as of May 1, 1954.

Thank you for your consideration and service.

Very truly yours,

NAEB PLACEMENT SERVICE

Don Walker (in charge)

cc: Mullen
Griffiths
NAEB Officers

March 31, 1954

Mr. Robert R. Mullen, Executive Director
National Citizens Committee for Educational
Television
Suite 602 - Ring Building
Washington, D. C.

Dear Bob:

Our new Placement man, Don Walker, is now on the job and ready to serve the whole placement area. Anything you could do to facilitate forwarding files, mailing lists, etc. from your office, so they can now be centralized and gotten into full operation, will be greatly appreciated.

We also will appreciate all possible suggestions from you, Ralph Steetle, and others listed below, regarding ways in which we can make this service as useful to all as possible.

Most sincerely,

Harry J. Skornia
Executive Director

HJS:ms

cc: G. E. Griffiths
Ralph Steetle
H. K. Newburn
NAEB Officers

NATIONAL CITIZENS COMMITTEE *for Educational Television*
RING BUILDING · 1200 18th STREET, N. W. · WASHINGTON · 6 · D · C·

RECEIVED
NAEB HEADQUARTERS
APR 5 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

April 1, 1954

Mr. Don Walker
NAEB Placement Service
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Mr. Walker:

This will acknowledge receipt of your letter of March 25 about NAEB's personnel placement plans. We have not yet heard from Mr. Griffiths but are delighted that you will shortly be in position to undertake this work and, of course, we will cooperate in every way with you.

For the past few months we have had a person working full time on this assignment and have developed a card file, questionnaire and other devices which I think that for the time being, and for our convenience here, we shall want to continue, as we have certain needs that are perhaps somewhat distinct from yours.

So, I would suggest that some time after May 1, or after you have had time to get your shop set up and your procedures and scope all determined, you plan to spend a few days with us here in Washington to see how the operations can best be carried forward.

Cordially,

Robert R. Mullen
Executive Director

Only copy. Please Return to Skornia.

Placement Service

cc: Harry Skornia ✓
Harry Newburn

April 8, 1954

Mr. Robert R. Mullen, Executive Director
National Citizens Committee for Educational TV
1200 - 18th Street, N.W.
Washington 6, D. C.

Dear Bob:

You will recall the various divisions of labor that were discussed last fall at the time of the meeting in Chicago when you, Harry Skornia, Graydon Ausmus, Ralph Steetle and Bob Hudson joined with Scotty and me to clarify the general picture of services in educational television. You will recall that it was agreed by all present that: (1) In its present stage of development the field could not afford to support more than one personnel placement service; (2) That this service was most appropriately the function of the NAEB as the professional organization in the field; (3) That the Fund would undertake to underwrite an appropriate service on the part of the NAEB as soon as circumstances should permit; (4) That with the establishment of this service on the part of the NAEB, this function would cease to be the responsibility of any other group operating under Fund support; (5) That until such time as the NAEB service was in fact activated, the NCCET might properly continue to collect such materials as might come its way preparatory to transferring them to the NAEB.

As a result of action taken over the past several weeks, the NAEB has now received the necessary underwriting from the Fund for the establishment of this placement service. I understand from Harry Skornia that it is scheduled to be in full operation as of May 1st.

It is our understanding here that as of this date the NCCET will complete its transfer of materials to the NAEB; that it will terminate its services of this type as of that date; and that thereafter it will turn over to the NAEB any inquiries or solicitations it receives.

I would appreciate your letting me have word confirming the above.

Sincerely yours,

GHG:EH

G. H. Griffiths

Placement Service

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

April 6, 1954

Superintendent of Documents
Washington 25, D. C.

Dear Sir:

Would you please send to the NAEB Educational Television and Radio Placement Service the latest edition of Dictionary of Occupational Titles, Volumes I and II plus any supplements available on Television titles and classifications.

Please bill: Mr. Frank Schooley, Treas.
National Association of Educational Broadcasters
14 Gregory Hall
University of Illinois
Urbana, Illinois

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker (in charge)

cc: Dr. Skornia
Mr. Schooley

TO: Officers, FYI

FROM: Skornia

NAEB Headquarters

April 13, 1954

copy

April 8, 1954

Mr. Robert R. Mullen, Executive Director
National Citizens Committee for Educational TV
1200 - 18th Street, N.W.
Washington 6, D. C.

Dear Bob:

You will recall the various divisions of labor that were discussed last fall at the time of the meeting in Chicago when you, Harry Skornia, Graydon Ausmus, Ralph Steetle and Bob Hudson joined with Scotty and me to clarify the general picture of services in educational television. You will recall that it was agreed by all present that: (1) In its present stage of development the field could not afford to support more than one personnel placement service; (2) That this service was most appropriately the function of the NAEB as the professional organization in the field; (3) That the Fund would undertake to underwrite an appropriate service on the part of the NAEB as soon as circumstances should permit; (4) That with the establishment of this service on the part of the NAEB, this function would cease to be the responsibility of any other group operating under Fund support; (5) That until such time as the NAEB service was in fact activated, the NCCET might properly continue to collect such materials as might come its way preparatory to transferring them to the NAEB.

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Sincerely yours,

G. H. Griffiths

GHG:EH

TO: Officers, FYI — NAEB Headquarters

FROM: Skornia — April 13, 1954

April 8, 1954

Mr. Robert E. Mullen, Executive Director
National Citizens Committee for Educational TV
1200 - 18th Street, N.W.
Washington 6, D. C.

Dear Bob:

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I would appreciate your letting me have word confirming the above.

Sincerely yours,

G. H. Griffiths

GHG:jh

NATIONAL CITIZENS COMMITTEE *for Educational Television*
RING BUILDING · 1200 18th STREET, N. W. · WASHINGTON · 6 · D · C·

April 12, 1954

Mr. G. H. Griffiths
Fund For Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Bill:

Thanks for your letter of April 8 about NAEB placement service. I had a note a week or so ago from Skornia, and one of his people, and of course was delighted to learn they were going to be set for operations soon. I suggested that they have their man come down here some time after May 1, or whenever convenient for them, so that we can give them whatever we have that they need. Actually, I believe there has been some exchange of names, etc. between Skornia and our Mrs. Kelly in the past so, as far as I know, no great problems loom ahead.

I feel it will be important to set up some regular system for referral of inquiries, follow-through, etc., but no doubt the people working at the particular tasks can come up with a proper routine.

Cordially,

Robert R. Mullen
Executive Director

cc Harry Skornia

FAE

FOR INFORMATION OF

April 12, 1954

Mr. Vernon K. Feet
The Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Mr. Feet:

This will acknowledge, with the deepest gratitude on the part of the NAEB, receipt of check number 6717, in full payment of a grant to cover the establishment of a personnel service to serve the needs of educational television and radio. We shall carry out the terms and conditions of this grant as set forth in the letter from Martha C. Howard to Mr. Graydon Ausmus, on March 26, as far as such fulfillment lies within the powers of the NAEB.

Once again, our sincere assurance of our gratitude. We have already appointed to this position Mr. Don Walker, and will proceed as rapidly as possible to fulfill the need expressed in the request for this grant.

Sincerely yours,

Harry J. Skornia
Executive Director

HJS:we

cc: Mr. G. H. Griffiths
NAEB Executive Committee

FAE Placement Service file

April 14, 1954

Mr. G. H. Griffiths
Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Bill:

Had hoped to have this Committee meet at Columbus. Unfortunately I couldn't get the Committee named until after we left. Hence there will be a slight delay. To each of these persons I sent also a copy of your letter.

Hope you received the interim reports on New York 1954 TV Study. If you need more copies we can have some run off. I hope the final report will be available fairly soon, however.

The Placement service is going slowly. Sorry we don't have funds for Walker to travel. Already have a pending $10,000.00 Headquarters deficit for this year. (Too many requests for services). Also feel that psychologically Walker could do little with a Washington trip except run into frustrations. We therefore are again to start at scratch, which has meant a considerable waste of Walker's time so far. However, we're prepared to do what we can.

So far received from Mrs. Kelly several months ago was a short capsule mention for our NewSletter, of a few candidates, whose files were not sent or dipped into too deeply.

Will try to keep on top of everything. I imagine you are as busy as we are---which is mighty busy.

Sincerely,

Harry J. Skornia
Executive Director

HJS:mbh

Enc: Ditto copy

April 15, 1954

Mr. Robert R. Mullen
Executive Director
National Citizens Committee for Educational TV
Suite 602 - Ring Building
Washington, D. C.

Dear Bob:

I'm just getting out from under the pile-up of details following the Columbus Institute. And I feel that I owe you a letter, following the communications I have noted from both you and Mr. Griffiths, concerning the Placement Service.

We got Don Walker on the job the week of March 22 in order to have between 5 and 6 weeks to effect the agreed-on transfer of files and functions by May 1, which was the date by which I had promised the FAB that the new arrangement would be in full operation. Unfortunately nearly three weeks of this period are now gone, and all of us are spending a good deal of time working with Don in devising classification systems, etc., probably duplicating much of the work your Mrs. Kelly has done. Since I had understood the Chicago agreement to be intended to eliminate this duplication of what was visualized as a continuous FAB-financed service, the location of which would physically be transferred as soon as the NAEB was, as you put it, ready to take it over, I feel that we are rather seriously falling down on the job by this delay.

Unfortunately, as Mr. Griffiths can confirm, our modest request and grant included no funds for travel for Mr. Walker. Our NAEB travel budget, miniscule as compared to those of many organizations, has also already been exhausted. May we therefore look forward to receiving the files as we had understood they would be transferred, by express or whatever method you find most convenient? We shall then attempt to begin to meet our commitment as soon as possible after May 1, which was the date agreed on. We would also be grateful for whatever referral you can make for future inquiries, and for any possible visits from any of your field staff if you deem wise, in order to get us settled properly in the new service.

This is intended in the most friendly spirit, Bob, and I hope our schedule does not unduly rush your office. Our understanding of the agreement reached in Chicago is the same as that expressed in Mr. Griffiths' letter.

If we are in any way exceeding, or failing to adhere to, the understanding which I believe you personally verbalized in Chicago and the rest of us agreed to, please let me know. I am interested only in the most full and friendly cooperation in what I believed was an agreed manner.

Finally, as stated in my letter to you of March 31, with copies to Messrs. Steele and Newburn, we will appreciate all suggestions any of you care to make as to how we may coordinate this service so that it will be of maximum usefulness and convenience to all concerned.

Cordially yours,

Harry J. Skornia

Harry J. Skornia
Executive Director

HJS:mth

cc: Griffiths

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS
EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

April 16, 1954

Frederick B. Bate
Field Liaison Officer
National Citizens Committee for Educational TV
Ring Building
1200 18th Street, N. W.
Washington 6, D. C.

Dear Mr. Bate:

You probably will open this letter and the note I sent a few hours earlier about the same time, but I thought perhaps the intervening time might be important to you.

As you know, the EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE is just starting at its new location here. We hope to be in full operation by May 1, 1954. However, we will send a notice to key contact persons in cities where applications for educational channels have been filed, if Mr. King is willing.

Also enclosed is a letter to Mr. King asking for more information about his TV staff members. Of course we will do our best to place them, but it might be rather slow because we are just getting "set up", and unfortunately, as usual, the job inquiries outnumber the job opportunities. We hope to rectify this within the next two to three weeks however.

Thank you for forwarding your letter so promptly.

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker (in charge)

cc: Dr. Skornia

Encl. 1

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

April 16, 1954

William H. King, Coordinator
Audio-Visual Education
Department of Education
Lalor & Jersey Sts.
Trenton 7, New Jersey

Dear Mr. King:

Mr. Bate of NCCET has notified us of the termination of your TV project. My sincere regrets that such a fine thing had to be discontinued.

NAEB has just started a free EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE. We should be in full operation by May 1, 1954. Till then, although our services are somewhat limited, we will see what we can do about job opportunities for you and your staff if you wish.

We will be able to make a file for each member of your staff if they will submit a data sheet telling of past radio and TV experience, in what part of the country they would be willing to accept a job, salary expectations, personal data, etc.

We are sending out notices to key contact persons in cities where applications for educational channels have been filed on Monday. We will hold up operations for you to wire us on Monday and let us know if it is permissable to publish a notice concerning job opportunities for you and your staff. No names will be mentioned, but a brief description would be included with each job name. Please advise immediately.

If we get any open positions before your staff file their data sheet, you will be notified immediately.

Best of luck. We will help in anyway we can. Dr. Skornia sends his best regards.

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVIC

Don Walker (in charge)

cc: Mr. Bate
Dr. Skornia

FAE Placement Service

file

NATIONAL CITIZENS COMMITTEE FOR EDUCATIONAL TELEVISION
SUITE 602, RING BUILDING
1200 18TH STREET, N. W.
WASHINGTON 6, D. C.

April 19, 1954

RECEIVED
NAEB HEADQUARTERS
APR 20 1954
AM
PM

Mr. Harry Skornia
National Association of
Educational Broadcasters
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Harry:

Thanks for your letter of April 15 about the placement service. I presume that being away you did not receive my previous note expressing joy that NAEB will shortly be in position to do a real placement job. You will recall that I have been the one most eager to see you get going in this, for I feel that this is going to be one of the very vital requirements for the success of educational television, and I do hope that you will have sufficient budget to do the scale of job that should be required. Incidentally, it has occurred to me that some means should be found for giving in-service training, and up-grading to some of the people who come along who have good experience records of one sort or another but little or no actual television experience.

Our own efforts in this regard have been quite minor and incorporated in our regular budget. We simply assigned one of our girls to pulling the various letters, etc. we had received together, and she devised a form which she circulated to past applicants to get a measurement of their present interest and experience. It's not an extensive file at all, and certainly nothing such as there should be. She will get it bundled up and off to you as soon as she can.

I was hopeful that Mr. Walker could get down to Washington so he could see the problems we confront (and Ralph, of course, too) and thus be in better position to serve us. I presume that we shall continue to get letters, people will continue to drop in, etc., and we shall have to have some way of taking care of them, and assuring proper follow-through. But all this can be worked out as we go along.

Cordially,

Bds

Robert R. Mullen
Executive Director

KPFT

COPY

NATIONAL CITIZENS COMMITTEE FOR EDUCATIONAL TELEVISION
Suite 602, Ring Building
1200 18th Street, N.W.
Washington 6, D. C.

April 19, 1954

Mr. Harry Skornia
National Association of
Educational Broadcasters
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Harry:

Thanks for your letter of April 15 about the placement service. I presume that being away you did not receive my previous note expressing joy that NAEB will shortly be in position to do a real placement job. You will recall that I have been the one most eager to see you get going in this, for I feel that this is going to be one of the very vital requirements for the success of educational television, and I do hope that you will have sufficient budget to do the scale of job that should be required. Incidentally, it has occurred to me that some means should be found for giving in-service training, and up-grading to some of the people who come along who have good experience records of one sort or another but little or no actual television experience.

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Cordially,

Robert R. Mullen
Executive Director

NAEB Headquarters
April 21, 1954

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

OFFICE OF THE REGIONAL DIRECTOR

April 20, 1954

RECEIVED
NAEB HEADQUARTERS
APR 23 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

Dr. Harry J. Skornia
14 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Harry:

Congratulations on getting the placement service where it belongs! That letter from Griffiths to Bob left no doubt in anybody's mind, did it?

Sincerely yours,

Earl Wynn
Director, Region II

W dn

NAEB Placement Service

April 26, 1954

Dr. Kenneth E. Oberholtzer
Superintendent of Schools
Denver Public Schools
Administration Building
414 Fourteenth Street
Denver 2, Colorado

Dear Dr. Oberholtzer:

I hasten to answer your letter of April 22, just received. As you will see from the various items attached, the FAE has recently granted the NAEB funds with which to consolidate Personnel-Placement efforts for educational television and radio. The letter from Mr. Griffiths to Mr. Mullen (dittoed copy attached) explains this clearly, I believe. In a few days you will be receiving from our Mr. Don Walker, who is in charge of this service for us, and whom you may contact directly, questionnaires to enable us to help you.

Meanwhile, the entire New Jersey staff is available as will be noted from the attached. This is the best source of personnel (of the sort I think you need) that I know of at the moment, though I am asking Mr. Walker to scrutinize all files as they come in, and try to help you find the best possible candidates.

Incidentally may we circularize this position to prospective candidates? Within the next few weeks Mr. Walker hopes to have job analyses and descriptions available which will give us a better answer than we now have to the statement of desirable qualifications for managers and other positions. I shall see that you have the best thinking available on this as soon as it is available. A recent article in the AERT Journal, by Dr. Walter Emery, will be enclosed with this letter if we still have a copy available. Otherwise a copy can be secured direct from Dr. Emery at the JCET address in Washington.

We shall keep at this and make sure that you secure the background for selection, and then the best possible candidates, without bothering you with too many people who would obviously not qualify.

If we can be of further help, please call on either Mr. Walker or me. We'll do our best, as soon as possible, to get you data on manager selection and employment suggestions since I am not yet sure any of the attached would qualify for the Directorship.

Sincerely,

Harry J. Skornia
Executive Director

HJS:wc
Enc.: FAE letter
New Jersey staff data

cc: Mr. Walker

April 28, 1954

Mr. John C. Schwarswalder
Manager, Radio Station KUHT
3801 St. Bernard St.
Houston 4, Texas

Dear John:

In case Graydon has been too covered up to notify you (and I know he has been without a secretary part of the time), this is to say that he has designated you as the new Chairman of the TV Operations Committee.

Very sorry for the delay in notification. Such a fine mark made by the Committee last year that I doubt if you'll need to spend too much time on it except as ideas occur to you, or requests come in.

Would you mind sending your acceptance to Graydon, with a copy to us? And is there anything we can do for you?

Cordially,

Harry J. Skornia
Executive Director

HJS:wc
cc: Ausmus

April 28, 1954

Miss Marguerite Fleming
Radio Station KSLH
Board of Education Station
1517 South Theresa Avenue
St. Louis 4, Missouri

Dear Marguerite:

Note action taken on Stasheff's Oberholtzer suggestion. Re. books, I suggest that you purchase those necessary for reference use (except that individuals should buy their own if intensive use is planned of one or so), and list on bill for reimbursement after conference, with books returnable to us here.

Re. "money"; though you used only $50.00 out of estimated $200.00, lunch was bought for Liaison Committee (over $60.00) and there were about $200.00 other expenses never counted on at Columbus, and some more several-year-old bills (research committee activities, etc.) are coming in, with the result that I'm trying to squeeze. I assume you saw Graydon's urging (or my reference to it) re. keeping overall cost of Seminar to $2,500.00, plus my dittoed letter of yesterday to him. On the other hand, like Coleman, you always give such darn good value per dollar, that I think modest exhibit expense there might be justified, to be billed for at the end of the Seminar. It should be modest because there are few future NAEB members, or few "people to promote among" in attendance. I'd therefore say, do what you think necessary, but spare us all you can.

Will get you list of schools for mailing. Questionnaire looks o.k., but I'd think Ed might like to add a few more questions while he's at it (starting hours, types of demonstrations, radio vs. TV emphasis, etc.).

Harold wonders why not use list only of all who responded to first questionnaire (plus Oberholtzer). Sort of agree.

We don't have the replies to first questionnaire here. I shall therefore keep your envelopes, as our list, since the only names I had were last names, in the briefest possible form. Finally, will you send everything to Siegel that you've dittoed? I'm today sending first announcement, and follow-up, all materials sent out from here.

In haste, as normal

Harry J. Skornia
Executive Director

HJS:we

cc: Stasheff
Schooley
Siegel
Ausmus
Henderson

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

14 GREGORY HALL
URBANA, ILLINOIS

April 27, 1954

Mr. Graydon Ausmus
Station WUOA
University of Alabama
University, Alabama

Dear Mr. Ausmus:

We are happy to announce the opening of the NAEB EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE as of May 1, 1954. This free placement service is available to all educational television and radio organizations whether or not they are members of the NAEB. Full time operation is now possible through a grant from the Fund for Adult Education, an independent organization established by the Ford Foundation.

In opening your new television station, you will of course be needing experienced persons in various positions. We will be glad to help you find qualified personnel if you will send us information about the positions you will have available, such as the number of engineers, production men, technicans, etc., plus a brief description of each job, including age requirements, educational qualifications, experience and salary.

In the near future we plan to issue job analysis and description materials to facilitate job classification throughout the educational television and radio field.

Could you please advise us to whom we should address our letters and publications for any further correspondence?

Hoping to be of service to you in the near future, we remain

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker

Don Walker (in charge)

SAMPLE LETTER

TV PROJECT DISCONTINUED EMPLOYEES

FULL EXPERIENCED STAFF FROM EXPERIMENTAL, EDUCATIONAL TV STATION AVAILABLE. EXCELLENT REFERENCES. TV STATION FORCED TO CLOSE DUE TO FAILURE TO RECEIVE APPROPRIATIONS FOLLOWING POLITICAL ELECTION. STAFF MEMBERS AVAILABLE ARE: COORDINATOR OF EXPERIMENTAL TV STATION, FORMER EDUCATOR, HAS HAD PRODUCER DIRECTOR EXPERIENCE; TELEVISION SUPERVISOR, FORMER EDUCATOR, DESCRIBED AS "OUTSTANDING AUTHORITY IN EDUCATIONAL TELEVISION IN THE UNITED STATES TODAY"; ENGINEER, SCHOOLED IN THOROUGH KNOWLEDGE OF DUMONT CAMERA EQUIPMENT, RCA EQUIPMENT, AND CAN OPERATE AND MAINTAIN VIDEO RECORDER; SENIOR TELEVISION TECHNICIAN, OPERATOR AND MAINTENANCE OF VIDEO EQUIPMENT; SENIOR TELEVISION TECHNICIAN, ALSO FORMER INSTRUCTOR IN RADIO-TELEVISION SCHOOL; TELEVISION TECHNICIAN, EXCELLENT REFERENCES, PREFERS JOB IN CALIFORNIA; TELEVISION TECHNICIAN, TRAINED TO OPERATE AND MAINTAIN VIDEO RECORDER; STUDIO SUPERVISOR, FORMER COMMERCIAL EXPERIENCE, HAS EXPERIENCE OF BEING IN COMPLETE CHARGE OF ALL LIGHTING, MAKING AND INSTALLATION OF ALL SETS AND ALL PROPERTIES; PRODUCER-DIRECTOR, HAS WORKED WITH TEACHERS AND ADMINISTRATORS TO OBTAIN PROGRAM IDEAS, WRITE TELEVISION SCRIPTS, PRIMARY INTEREST IN THE UPPER ELEMENTARY LEVEL; PRODUCER-DIRECTOR, EXPERIENCE SAME AS PRECEDING PRODUCER-DIRECTOR WITH WORK PRIMARILY AT HIGH SCHOOL LEVEL; PRODUCER-DIRECTOR, HAS HAD BOTH RADIO AND COMMERCIAL TELEVISION EXPERIENCE. PRIMARY WORK HAS BEEN WITH KINDERGARTEN-PRIMARY GRADES; PRODUCER-DIRECTOR, FORMER HIGH SCHOOL ENGLISH TEACHER; PRODUCER-DIRECTOR, HAS HAD 21 YEARS OF TEACHING EXPERIENCE IN THE PRIMARY GRADES. HAS HAD PREVIOUS EXPERIENCE IN COMMERCIAL RADIO, WRITTEN SCRIPTS AND PRODUCED PROGRAMS OVER RADIO STATIONS. WANTS TO WRITE SCRIPTS AND SERVE AS TELEVISION TALENT. WITH ONE EXCEPTION, EVERYONE MENTIONED ABOVE IS UNDER 32 YEARS OF AGE.

April 28, 1954

Dr. Kenneth E. Oberholtzer
Superintendent of Schools
Denver Public Schools
Administration Building
414 Fourteenth Street
Denver 2, Colorado

Dear Dr. Oberholtzer:

Afraid we didn't hear from you in answer to the attached (white mimeographed) announcement. This leads me to believe that you may not have received it.

I therefore am sending you both that and the later follow-up material, in the hope that someone from Denver might like to apply.

Please note that the deadline for receipt of applications is May 3, although, if you are submitting application, I'll be glad to hold until as late as May 4, if necessary and if informed in advance.

Sincerely,

Harry J. Skornia
Executive Director

HJS:we
enclosures

cc: Marguerite Fleming
Edward Stasheff
John Henderson
Graydon Ausmus

DENVER PUBLIC SCHOOLS
ADMINISTRATION BUILDING
414 FOURTEENTH STREET
DENVER 2, COLORADO
KENNETH E. OBERHOLTZER, SUPERINTENDENT

April 28, 1954

RECEIVED
NAEB HEADQUARTERS
MAY 3 1954
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

Mr. Harry J. Skornia
Executive Director, National Association
of Educational Broadcasters
University of Illinois
119 Gregory Hall
Urbana, Illinois

Dear Mr. Skornia:

Thank you for your April 26 letter. I have written to Mr. Edward C. Rasp, Jr. whose name was suggested in the list from New Jersey. I am not at all sure about Mr. King himself. Is he to be considered as a possible manager for an educational TV station? Of the group whose names were submitted, Mr. Rasp seemed to me to be the best qualified for consideration.

You may circularize the position of manager or director (whichever title you think is better) for the station here in Denver.

We have assumed all along that we would hire a manager or director, and then, together with him, hire the other key personnel of the station excepting the engineer. We have in mind a person who qualifies for the engineer for the station.

Thank you for any assistance you may be able to give us.

Cordially yours,

Kenneth E. Oberholtzer

Kenneth E. Oberholtzer
Superintendent of Schools

KEO:abc

NAEB Placement Service

file

April 26, 1954

Dr. Kenneth E. Oberholtzer
Superintendent of Schools
Denver Public Schools
Administration Building
414 Fourteenth Street
Denver 2, Colorado

Dear Dr. Oberholtzer:

I hasten to answer your letter of April 22, just received. As you will see from the various items attached, the FAE has recently granted the NAEB funds with which to consolidate Personnel-Placement efforts for educational television and radio. The letter from Mr. Griffiths to Mr. Mullen (dittoed copy attached) explains this clearly, I believe. In a few days you will be receiving from our Mr. Don Walker, who is in charge of this service for us, and whom you may contact directly, questionnaires to enable us to help you.

Meanwhile, the entire New Jersey staff is available as will be noted from the attached. This is the best source of personnel (of the sort I think you need) that I know of at the moment, though I am asking Mr. Walker to scrutinize all files as they come in, and try to help you find the best possible candidates.

Incidentally may we circularize this position to prospective candidates? Within the next few weeks Mr. Walker hopes to have job analyses and descriptions available which will give us a better answer than we now have to the statement of desirable qualifications for managers and other positions. I shall see that you have the best thinking available on this as soon as it is available. A recent article in the AERT Journal, by Dr. Walter Emery, will be enclosed with this letter if we still have a copy available. Otherwise a copy can be secured direct from Dr. Emery at the JCET address in Washington.

We shall keep at this and make sure that you secure the background for selection, and then the best possible candidates, without bothering you with too many people who would obviously not qualify.

If we can be of further help, please call on either Mr. Walker or me. We'll do our best, as soon as possible, to get you data on manager selection and employment suggestions since I am not yet sure any of the attached would qualify for the Directorship.

Sincerely,

Harry J. Skornia
Executive Director

HJS:wc
Encs.: FAE letter
New Jersey staff data

cc: Mr. Walker

DENVER PUBLIC SCHOOLS
ADMINISTRATION BUILDING
414 FOURTEENTH STREET
DENVER 2, COLORADO
KENNETH E. OBERHOLTZER, SUPERINTENDENT

RECEIVED
NAEB HEADQUARTERS
APR 26 1954
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

April 22, 1954

Dr. Harry Skornia
Executive Director, National
Association of Educational Broadcasters
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Dr. Skornia:

You know that the Denver Public Schools hold the license for Channel 6, KRMA-TV, in Denver and that we are working together with the Council for Educational Television, Channel 6. Now we are in need of a good director for the station and shall appreciate (1) any recommendations of persons which you may care to give me and (2) any recommendations of procedures for selecting a director.

We have not employed any personnel, except consulting personnel, and expect to hire the director as the first regularly employed person. He will then assist in obtaining the other people to be employed for the station.

It is our present plan to be on the air by no later than January 1955, with some prior experience in closed-circuit telecasting.

Our capital costs are provided, and we are ordering equipment soon, after several months of study. Our community campaign for a year's operating funds will be conducted from May 15 to 30, 1954. So the sooner that we can locate a well-qualified person, the better.

I shall appreciate your assistance.

Cordially yours,

Kenneth E. Oberholtzer
Superintendent of Schools

KEO:abc

NAEB Placement Service
file

THE FUND FOR ADULT EDUCATION
ESTABLISHED BY THE FORD FOUNDATION
914 EAST GREEN STREET
PASADENA 1, CALIFORNIA

RECEIVED
NAEB HEADQUARTERS
APR 29 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

April 27, 1954

Mr. Harry J. Skornia, Executive Director
Natl. Assoc. of Educational Broadcasters
119 Gregory Hall
Urbana, Illinois

Dear Harry:

Recently you sent along a draft of a proposed letter to go to all holders of educational television channels regarding the NAEB's Placement Service.

I appreciated your thoughtfulness in sending this along and I regret that the extremely heavy schedule of the past ten days or so has prevented earlier comment on my part.

As I am sure you know, we feel that the proper limits of our concern in matters of this kind are confined to the references to the Fund and the nature of the grant. In these respects your suggested draft strikes me as very good indeed--as it does in all respects for that matter.

If you haven't yet gone to press, I do have one suggestion. The last sentence in the first paragraph could read: "Full time operation is now possible through a grant from The Fund for Adult Education". (While we used to request it, it is not really necessary to add "an independent organization established by The Ford Foundation".) This, however, is not too important a point and if there is any awkwardness for you in making the change, forget it.

For our records here, we would appreciate a copy or two of the announcement as it finally goes out.

Again, many thanks.

Sincerely yours,

Bill

G. H. Griffiths

GHG:EH

Placement

cc: Mr. Blakely
Mr. Hime
Mr. Skornia
Mr. Young

April 23, 1954

Mr. Graydon Ausmus, President
National Association of Educational Broadcasters
Box 2002
University, Alabama

Dear Mr. Ausmus:

As you will recall, you recently received a letter from The Fund for Adult Education, dated March 26, 1954, announcing the approval of a grant of $7,000 for one year beginning April 1, 1954 to the National Association of Educational Broadcasters for a personnel placement service.

From discussions you have had with Mr. Griffiths of our staff, supplemented by Mr. Harry J. Skornia letters of April 14 and 15 to Mr. Griffiths, it appears that it is necessary for you to make certain commitments for a longer period than one year to insure service of high caliber. We are writing to confirm, therefore that the Fund has approved another grant of $7,000 to the National Association of Educational Broadcasters for the purpose of continuing the personnel placement service for a second year beginning April 1, 1955. The provisions and terms of the grant will be the same as those set forth in my letter of March 26 announcing the first year grant.

The dates on which progress reports for the second year of the grant will be desired by our Board will be given you early in 1955.

We trust that extension of this grant to a two year period will enable the National Association of Educational Broadcasters to plan the program more efficiently and to obtain services of the highest quality.

Sincerely yours,

Martha C. Howard

bbd

copied 5/3/54mr NAEB Headquarters

NAEB Placement Service

file

RECEIVED
NAEB HEADQUARTERS

MAY 13 1954

AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

May 11, 1954

Mr. Don Walker
Educational Television and Radio
Placement Service
19 Gregory Hall
Urbana, Illinois

MAY 14 1954 G.H.G.

Dear Don:

It is good to know that the NAEB Educational Radio and Television Placement Service is getting under way. Staffing educational stations with competent individuals is one of the most challenging tasks we face; it is also one of the most rapidly developing areas of responsibility as I am sure you have already discovered.

The JCET has for the past three years retained correspondence and records of individuals interested in positions in educational television stations, pending the establishment of a permanent placement agency. It now seems appropriate to transfer these files to you for incorporation into your total program.

We attempted only a general job classification: Station Manager, Program Manager, Producer-Director, Junior Producer-Director, Chief Engineer, Writer, Research, Legal, Promotion and Public Relations. Those who cannot be easily classified have been retained in a miscellaneous folder. Records of those who have obtained positions are in a folder entitled "Placed".

All individuals in our personnel file are included on a master list. In addition we have kept an alphabetical card file for easy reference. These, together with correspondence and information about each applicant are being sent to you under separate cover. We have notified all of the 78 applicants that their records are being transferred to you. In the future all requests for information concerning positions in educational television will be referred to you.

We realize the tremendous organization job you face in bringing together the applications assembled by the NAEB, the NCCET and the JCET. As the pattern of operation emerges from this reorganization period we hope you will keep us informed of developments.

Sincerely,

Ralph Steetle
Executive Director

Enclosures (under separate cover)
RS:BC:r

cc: Ausmus, Skornia, NCCET.

NAEB
Placement Service
(file)

June 10, 1954

Mrs. Mary Waters Kelly
National Citizens Committee
for Educational Television
Ring Building
1200 18th Street, N. W.
Washington 6, D. C.

Dear Mary:

Thank you for your letter and enclosed resumes dated June 2, 1954. The seven resumes you sent were for: Scott Hart, L. Harrison Layton, Wania Jean McGinnis, Rodney W. Pease, Jr., Luella Reckmeyer, Marvis Walters and Mildred V. Welfe.

An item which I have been putting off because our forms for office procedure had not been finished is the answer to two questions raised by Mr. Mullen in his letter to Dr. Skornia on April 22, 1954.

The questions raised were how you should handle the letter of application that come in from time to time, and what to do about job applicants that drop in to your office.

The application form which we have decided on will go to the print shop on Monday, June 14. We should get them back within two weeks. Some of the forms will be sent to you and JCET. When the applicant fills out the form, it should be sent directly to our office.

Upon receipt of the application we will then process them, check the references, etc., and make up a confidential folio which will remain in our files.

Our small file cards, which contain the name, address, minimum salary accepted, location desired and position(s) wanted by the job applicant will be made up in triplicate. One will be sent to your office, one to JCET, and one will be retained in our file. You will both then have a convenient "fast file". The prospective employer using the file of your office or JCET will have to get the confidential reports from our office. That way it will relieve both you and JCET of the responsibility of maintaining a confidential file.

If there are any more questions about procedure, please advise. Full instructions will accompany the application forms.

Best regards.

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker (in charge)

cc: Mr. Mullen
Mr. Steetle
Mr. Griffiths
Dr. Newburn
Dr. Skornia

NATIONAL CITIZENS COMMITTEE *for Educational Television*
RING BUILDING · 1200 18th STREET, N. W. · WASHINGTON · 6 · D · C·

April 22, 1954

RECEIVED
NAEB HEADQUARTERS
APR 23 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

Mr. Harry Skornia
Executive Director
National Association of
Educational Broadcasters
119 Gregory Hall
Urbana, Illinois

Dear Harry:

Mary Kelly is sending along to you today a file of some 67 job applicants. Most of them have filled out the form Mary sent them, so rate as currently available, at least so far as we know. One point that I felt your people and Mary might discuss is how you propose to keep them current.

She also raises the question as to how we should handle the letters that come in from time to time asking about opportunities. In the past she has simply mailed them a form. Would you like for her to continue that, or to simply acknowledge the letter and then forward it to you?

As I mentioned to you before, we have people drop in from time to time and she has handled them in the same way, that is, had them fill out the form. I think we will probably continue to do this if for no other reason than to save the time of our other people who otherwise would have to sit and listen to the pitches. But we will tell them, at the same time, to get in touch with you and to send their papers to you.

As you can see from examining the file, we have never really been in the personnel business, but were simply trying to pull the pieces together and treat people who contacted us in an orderly way until such time as you were in position to run recruitment programs, training schools and all the things that are needed. We will look to you for real service.

So, good luck and please be assured again that we will cooperate with you in every way possible to make a success of the venture. Let us know what we can do.

Cordially,

Robert R. Mullen
Executive Director

Box 2002
University, Alabama

May 22, 1954

Mr. Don Walker, Director
NAEB Placement Service
14 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Don:

I was in conference with Dr. J.W. Letson, Superintendent of Education, Bessemer, Alabama and with Dr. Frazer Banks, Superintendent of Schools, Birmingham, Alabama yesterday. Both expressed interest in securing persons of outstanding ability in television programming and production to add to their faculties next fall. These jobs will pay five to six thousand a year. The job in Birmingham will be an over-all program director for the system who will have perhaps two people or more working in production under him. The Bessemer job will be the full responsibility of one man. In both cases programs will involve primarily public schools but in part also general adult programming.

Neither place will have their own studios but will make use of the commercial studios in Birmingham for at least a year. Programs produced in both places will be broadcast on both of the educational television stations operated by the State TV Commission, channel 10 in Birmingham and channel 7 on Mt. Cheaha.

I suggest that you contact both of these gentlemen and offer our services. Please tell them that I suggested that you write.

We expect to have our studios completed here by early fall and we too will be programming for the two state stations one or two hours a day. I shall need one technical supervisor, one art and shop director, and one or more production directors. If you have any good leads, please send them along. In the two latter positions, I hope to find master's-degree people with some experience in TV. Unfortunately I shall be able to pay only about $4,000.00 a year on a twelve months basis.

Now that I've covered the business part, let me express to you my pleasure in having you become a part of the NAEB and wish for you considerable success and personal satisfaction on the job. I look forward to meeting you when I can find time to get into Urbana.

Sincerely yours,

Graydon Ausmus
Director, Radio & TV Broadcasting Services
President, NAEB

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

NAEB

August 31, 1954

Mr. Morris Wattenberg
932 Rogers Place
Cincinnati, Ohio

Dear Mr. Wattenberg:

Your letter to Mr. Ausmus of August 28, 1954, has been referred to the new NAEB Placement Service.

Under seperate cover you will receive our Placement Service application forms. If you would care to fill these out and submit them to our office, we would be most happy to see what kind of a position we can secure for you.

Hoping to serve you in the near future, I remain

Very truly yours,

Don Walker (in charge)

cc: Mr. Ausmus

I made copy of original letter
Wm.

932 Rogers Place
Cincinnati, Ohio
August 28, 1954

Jones Sent 8-31-54 am

RECEIVED
NAEB HEADQUARTERS
AUG 31 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

Mr. Graydon Ausmus
National Association of Educational Broadcasters
14 Gregory Hall
University of Illinois
Urbana, Ill.

Dear Mr. Ausmus:

My writing to sound you out about job prospects is like coming full circle to an old course.

I spent a goodly portion of my life in the ivy-walled retreats of learning. I am still a candidate for the Doctorate in Cultural History at Columbia University, but I have wandered a long way from the scholar's life.

Partly through economic circumstance, partly because I believed it was sensible to try to make a way in the workaday world, I have dabbled in all kinds of pursuits - newspapers, radio, book publishing. It was a school of hard knocks, especially if I dared mention that I had been interested in "cultural history." I procured my present job by avoiding mention of such non-essentials and I am now prospering in the TV field. But I would like to use the experience I have gained to fuller advantage. I hope you can suggest something for me.

Right now I am the publicity-promotion man at WCPO-TV, Cincinnati. As a one-man department, I have fared better than any of my numerous predecessors, at least as far as lasting the course. I write program promotions, public service copy, publicity releases, work up public service program ideas, have at least one exchange deal going (with book companies) and try wherever possible to shape our programming as assistant to our program manager. Although WCPO-TV is remarkable for the number of "live" shows it puts on, the quality of these is partially reflected in their commercial instability. In short, I would like to play a part in programming or in presenting programs visually - far greater than I play now. I don't want to be stuck with the chore of selling a station from the public relations viewpoint. I thought you might know where I could find a position requiring something more than mere public relations.

Here is my background. For three years I worked as a newspaper reporter in cities like Milwaukee, Buffalo, Washington. I have done free-lance book editing for Houghton Mifflin and Prentice-Hall and worked as a full-time editor of the Ziff-Davis book section, now deceased. I did book reviews for the Milwaukee Journal and during a year I spent in Paris I sent in movie and play reviews to Variety. Then, I was a news editor and announcer for a year for WXRT-FM, Chicago, an ill-fated "classical music" operation.

Apart from this, I have my M. A. from Columbia University and have

worked on my Doctorate at Chicago and Columbia Universities. My thesis deals with the elite class in France, 1787-1816. Also, I spent more than five years in the Army in the World War II period, half of this in Counter Intelligence work overseas. I gave classes on enemy espionage methods at the Allied Counter Intelligence School at Castellamare, Italy, and won a decoration from General Mark Clark for my work in the Italian campaign. Through schooling and military experience, I acquired a working knowledge of French, German and Italian, and a smattering of some other languages.

I am 36 years old, married and the father of a seven-month-old daughter. I would welcome an opportunity to work in educational TV, especially with a group which appreciated the visual arts. I hope you will be able to suggest a position where my background would be useful.

Sincerely,

Morris Wattenberg

Placement of Service

FUND FOR ADULT EDUCATION
ESTABLISHED BY THE FORD FOUNDATION
1444 Wentworth Avenue
~~944 EAST GREEN STREET~~
PASADENA 5 CALIFORNIA

February 1, 1955

FEB 2 1955
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

Mr. Frank E. Schooley
President, National Association
of Educational Broadcasters
University of Illinois
14 Gregory Hall
Urbana, Illinois

Dear Mr. Schooley:

By this time you will have received a letter dated January 21 from the Fund authorizing a change in the term for the two grants of $7,000 each for a personnel placement service for educational television, previously designated for the period April 1, 1954-1956. Since the authorized change consisted in an extension of time to June 30, 1956, the Fund agreed to make an additional grant of $1,500 to carry the project through to that date.

In our letter of January 21 we stated that a check for $1,500 would be sent you within a few days. On second thought, it seems more reasonable that we should make the additional payment of $1,500 at the time payment of the second-year grant is made. Consequently, a check for $1,500 will not be sent NAEB, but at the time the second-year grant is due, Dr. Harry J. Skornia will receive a check in the amount of $8,500, which will complete payment on this grant which terminates at June 30, 1956.

With all good wishes,

Sincerely yours,

MCH:jm

Martha C. Howard

cc: Dr. Harry J. Skornia

MOST IMPORTANT LETTERS IN THE
FAE - Placement Service file

January 21, 1955 — Letter to Frank Schooley from Martha C. Howard
- referring to March 26, 1954 letter to Graydon Ausmus from FAE, announcing approval of $7,000 grant for one year beginning April 1, 1954 (copy attached)
- referring to April 23, 1954 letter to Graydon Ausmus from FAE, announcing another $7,000 grant to continue service for a second year beginning April 1, 1955 (copy attached)
- approving grant of $1,500 for continuation of service to June 30, 1956
- referring to December 13, 1954 letter from Dr. Skornia to Mr. Griffiths listing additional requests (copy attached)

April 19, 1954 — 2 letters from Griffiths' secretary acknowledging receipt letters of April 15 and 14, 1954

April 15, 1954 — Dr. Skornia's letter to Griffiths - forced to agree to a minimum contract of two years

April 14, 1954 — supplement to above letter

April 12, 1954
April 8, 1954 — Dr. Skornia's acknowledgement of check number 0717 in payment of grant for establishment of personnel service ($7,000)

FUND FOR ADULT EDUCATION

ESTABLISHED BY THE FORD FOUNDATION
1144 Wentworth Avenue
~~914 EAST GREEN STREET~~

PASADENA 5, CALIFORNIA

January 21, 1955

RECEIVED
NAEB HEADQUARTERS
JAN 28 1955
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

Mr. Frank E. Schooley
President, National Association
of Educational Broadcasters
University of Illinois
14 Gregory Hall
Urbana, Illinois

Dear Mr. Schooley:

You will recall that Mr. Graydon Ausmus received a letter dated March 26, 1954 from The Fund for Adult Education, announcing the approval of a grant of $7,000 for one year beginning April 1, 1954, to the National Association of Educational Broadcasters to make possible the establishment of a regular, comprehensive personnel service aimed at serving the needs of the entire field of educational television and radio.

You will recall also that a letter dated April 23, 1954 to Mr. Ausmus announced another grant of $7,000 to the National Association of Educational Broadcasters for the purpose of continuing the personnel placement service for a second year beginning April 1, 1955.

In discussions you have had with Mr. G. H. Griffiths of our staff and from Dr. Harry J. Skornia's letter dated December 13, 1954 to Mr. Griffiths, it appears that it would be desirable to bring the time period covered by these grants into line with your regular fiscal year ending June 30 and that in order to maintain continuity in the personnel placement services to June 30, 1956 an additional amount of $1,500 is required. It is my pleasure to inform you therefore that the Fund has approved a grant of $1,500 to provide for the continuation of the personnel placement service to June 30, 1956. The provisions and terms of this grant will be the same as those set forth in my letters of March 26, 1954 and April 23, 1954 to Mr. Ausmus with respect to the earlier grants.

Mr. Griffiths will continue to be in close touch with you. Our Board would like to receive a progress report on this grant by May 1, 1955 in time for its meeting later that month. An audited financial statement at the end of your fiscal year would also be appreciated.

Within a few days a check in the amount of $1,500 will be sent to Dr. Harry J. Skornia.

We trust that this grant is enabling the National Association of Educational Broadcasters to offer a comprehensive personnel service to the entire field of educational television and radio.

Sincerely yours,

Martha C. Howard

MCH:jm

cc: Dr. Harry J. Skornia
Executive Director, NAEB

cc: Messrs. Blakely
Griffiths
Nims
Skornia
Young

RECEIVED
NAEB HEADQUARTERS

MAR 29 1954

AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

March 26, 1954

Mr. Graydon Ausmus, President
National Association of Educational Broadcasters
Box 2002
University, Alabama

Dear Mr. Ausmus:

It gives me great pleasure, on behalf of our Board of Directors, to tell you that the Board, at its meeting on January 20, 1954, approved a grant of $7,000 for one year beginning April 1, 1954 to the National Association of Educational Broadcasters to make possible the establishment of a regular, comprehensive personnel service aimed at serving the needs of the entire field of educational television and radio. A check in the amount of $7,000 will be sent by our accounting department to Mr. Harry J. Skornia, Executive Director of the National Association of Educational Broadcasters.

Our Directors understand that this service will place on an organized and more efficient basis the placement and personnel classification functions at present handled by a variety of organizations. It is understood that the director and secretary of the placement bureau will be full-time staff employees of the National Association of Educational Broadcasters. Systematic efforts will be made by them to maintain files as nearly complete as possible on all qualified personnel seeking positions in the fields of educational television and radio. This service by the Association will be made generally known both among its member stations and others, and inquiries from all sources, whether NAEB members or not, concerning personnel will be given full attention. In short, it is understood that this grant will make it possible for the NAEB to meet all present and prospective needs for a general personnel placement service in all aspects of educational television and radio.

Our Board would appreciate a progress report on this project in time for our annual meeting, which will take place in October 1954. Such a report should be in our hands by the first of October. At the close of your fiscal year we should appreciate an audited financial statement with respect to the project.

Mr. Griffiths will continue to keep in close touch with you on this and other matters of mutual concern to the National Association of Educational Broadcasters and the Fund.

With all good wishes for the success of this new service in the rapidly developing field of educational television and radio,

Sincerely yours,

Martha C. Howard

MCH gc

cc: Mr. Blakely
Mr. Nims
Mr. Skornia
Mr. Young

April 23, 1954

RECEIVED
NAEB HEADQUARTERS
MAY 3 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

Mr. Graydon Ausmus, President
National Association of Educational Broadcasters
Box 2002
University, Alabama

Dear Mr. Ausmus:

As you will recall, you recently received a letter from The Fund for Adult Education, dated March 26, 1954, announcing the approval of a grant of $7,000 for one year beginning April 1, 1954 to the National Association of Educational Broadcasters for a personnel placement service.

From discussions you have had with Mr. Griffiths of our staff, supplemented by Mr. Harry J. Skornia letters of April 14 and 15 to Mr. Griffiths, it appears that it is necessary for you to make certain commitments for a longer period than one year to insure service of high caliber. We are writing to confirm, therefore that the Fund has approved another grant of $7,000 to the National Association of Educational Broadcasters for the purpose of continuing the personnel placement service for a second year beginning April 1, 1955. The provisions and terms of the grant will be the same as those set forth in my letter of March 26 announcing the first year grant.

The dates on which progress reports for the second year of the grant will be desired by our Board will be given you early in 1955.

We trust that extension of this grant to a two year period will enable the National Association of Educational Broadcasters to plan the program more efficiently and to obtain services of the highest quality.

Sincerely yours,

Martha C. Howard

bbd

December 13, 1954

Mr. G. H. Griffiths
Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Mr. Griffiths:

In accordance with earlier discussions, this letter is intended to initiate necessary requests believed desirable for regularizing various FAE-supported NAEB Projects with a view to placing them on a fiscal year (July 1-June 30) basis.

This affects the following projects:

The NAEB Television Engineering Service. On the basis of present figures it appears that the one year grant (effective February 15, 1954), plus the renewal for a second year already agreed to (letter from Martha Howard to Graydon Ausmus, April 23, 1954) will be adequate to carry us through slightly more than two years. This is therefore to request permission to use the one year ($30,000.00) grant, plus the one year renewal in the same amount, for a period beginning approximately July 1, 1954, when Mr. Bidlack assumed this position, and ending June 30, 1956. No additional funds are requested for this period.

The NAEB Management Consultation Service. This grant was effective for one year, beginning April 1, 1954. This service is proving to be somewhat more economical than had been anticipated. This is therefore to request that this

service likewise, utilizing only funds already obligated ($7,000.00), be authorized an extension of expiration date to June 30, 1956. If the service required, and the expenses incurred, cannot be handled from funds already received or receivable (perhaps as consultation fees visualized for later years of this service) we shall of course be forced to revise this estimate. As it now appears, however, this service can be continued as requested through June 30, 1956 without the need for any additional grant. A report will be made to the FAE upon the completion of the first year of this service so that adequate information may be available to the Fund for reporting purposes and discussions of possible continuance of this service beyond this date.

The Placement Service. The person in charge of this service reported for duty March 26, 1954. The original grant ($7,000.00) for one year, later renewed for a second year (letter from Martha Howard to Graydon Ausmus, April 23, 1954) began April 1, 1954. It is likely that in order to be able to continue this service until June 30, 1956, which would in effect be twenty-seven months, a small additional grant will be necessary. This is true not only because of the time involved but also because we find that the sum allocated for the person to operate this service, as it expands, is proving to be somewhat inadequate to secure or keep the type of personnel needed. We therefore request extension of this service until June 30, 1956 and also request an additional $1,500.00 to carry this project through to that date.

In our letter of September 28, 1954, we indicated the belief that the FAE-supported TV Scholarship Program, as inaugurated during the past year, deserves

continuance. This is true in spite of the fact that a considerable balance remains of the funds authorized for this service. In accordance with the plan proposed in that letter (but placing it also on a fiscal year basis, expiring June 30, 1956) this will confirm our request for $3,063.63 to bring the total available for scholarships and administration once again to $6,300.00 (the amount of the original grant) for this period.

With reference to the NAEB's Production and Engineering Workshop plans, although the details still remain to be worked out, this is to request $20,000.00, the same sum as that authorized for the past year, for the holding of these two workshops between now and June 30, 1956, placing this project on the same fiscal year basis as the others summarized here.

It is still a matter of some careful consideration whether these two workshops should or can be combined (as has been suggested by some of our consultants) or whether they should best be held separately. The NAEB Engineering Committee is meeting December 17 to discuss this problem and make plans for the engineering workshop; final reports and the recommendations of Mr. Stasheff, Mr. Brets and others regarding new approaches for next summer's production training programs are still being awaited. These will then be discussed by our Professional Advancement Committee and the NAEB Board. As soon as all recommendations are in, I shall provide the details needed for finalizing plans for these two projects in either separate (as now appears likely) or combined form.

It will be recalled that in our letter of September 28, 1954 we requested $15,000.00 for one year for the development of a Consultation Service which would involve the visit to various developing television station operations of a consul-

tation team. Further details are given in the above letter. Since this is essentially an experimental project, and since we shall want to examine it carefully at each stage before recommending or considering it as a regular project, this is to request approval of half the originally requested sum for testing this technique on an initial basis of six months or six visits (at an estimated maximum of $1,200.00 per visit as outlined in our earlier letter), whichever occurs first, beginning March 1, 1955. This will therefore formalize the oral discussion held with you on this project: requesting $7,200.00 for visitations as outlined, and $300.00 for reporting, for a total of $7,500.00.

If, on the basis of results achieved by this initial grant, it is believed mutually desirable to regularize it, we shall discuss with you a request for placing this service also on a regular fiscal year basis (for perhaps completing, by June 30, 1956, the project as originally outlined but with changes which experience indicates as desirable).

At the time of our recent conference, we also discussed research projects and areas in which the NAEB would be interested in securing FAE support. These would supplement the many ongoing Committee-directed Research Projects in which the NAEB regularly engages, and would be in areas not thought to be of primary concern to the ETRC. Several such areas (needed inventory of research; TV as a direct teaching tool; operational and staff data) have already been discussed in an exchange of letters, copies of which have, I believe, gone to you and Dr. Harry Newburn of the Center.

Before presenting specific proposals for support of research now believed to be more urgently needed than a continuation of earlier TV Monitoring Studies,

we should like to inquire directly whether the Fund is in a position to give such a request sympathetic consideration. The desperateness of the inquiries which often reach us in these early stages of Educational Television is such that we do not believe we can evade responsibility or fail to make every effort to help, regardless of how neatly we may earlier have visualized research needs. If it is believed that funds might be available, we should very much like to prepare a request in this area as soon as possible. It is believed that funds in the magnitude of not over $12,000.00 for a fiscal year's projects would be adequate to begin to accomplish several of the most critically needed tasks in this general research area.

As more and more of the 252 channels reserved for Educational Television begin to be occupied, the occupants find themselves in need of the services of the NAEB, as the association of educational broadcasters. These needs are increasing both in variety and magnitude. We therefore at this time call attention to the statement of NAEB plans for a Washington office, as contained in our letter of October 21, 1954. Although the schedule suggested there need not be rigorously adhered to, it is our hope that funds may be secured for setting up this office in the not too distant future, for carrying out the functions outlined in our earlier letter.

Although we would hesitate to say that this is a final statement of our needs for this period, it has been carefully gone over with President Frank E. Schooley and represents what we believe are essential foreseeable areas of emphasis. Additional requests will be forwarded only if justified by exceptional circum-

stances. If this becomes necessary we hope they may still be given consideration. We also shall hope to consult with you later on continuation of some or all these projects beyond June 30 of 1956 as well as on other broad problems of NAEB financing, functions and cooperation with the FAE in the attainment of common goals.

Sincerely,

Harry J. Skornia

Harry J. Skornia
Executive Director

HJS:op

On behalf of the NAEB Board and
President Frank E. Schooley

FAE Placement Service file

THE FUND FOR ADULT EDUCATION
ESTABLISHED BY THE FORD FOUNDATION
914 EAST GREEN STREET
PASADENA 1, CALIFORNIA

April 19, 1954

NO

RECEIVED
NAEB HEADQUARTERS
APR 20 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM
1

Mr. Harry J. Skornia
Executive Director
NAEB, University of Illinois
119 Gregory Hall
Urbana, Illinois

Dear Mr. Skornia:

Thank you for your letter of April 14 regarding your guarantee of a two-year contract for the position of director of your Placement Service.

Your letter is being sent on to Mr. Griffiths in New York for his attention.

Sincerely yours,

(Mrs) E. M. Fennè
Secretary to
G. H. Griffiths

FAE Placement Service file

THE FUND FOR ADULT EDUCATION
ESTABLISHED BY THE FORD FOUNDATION
914 EAST GREEN STREET
PASADENA 1, CALIFORNIA

April 19, 1954

RECEIVED
NAEB HEADQUARTERS
APR 20 1954
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

NO

Mr. Harry J. Skornia
Executive Director
NAEB, University of Illinois
119 Gregory Hall
Urbana, Illinois

Dear Mr. Skornia:

Since writing you this morning regarding the two-year contract for the position of director of your Placement Service we have received your supplementary letter of April 15 which also seeks an extension of the contract for the NAEB TV Engineer.

I am referring your letter on to Mr. Griffiths for his attention and you doubtless will be hearing from him shortly.

Sincerely yours,

(Mrs) E. M. Lennè

Secretary to
G. H. Griffiths

Carbon.

7/29

April 14, 1954

Mr. G. H. Griffiths
Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Mr. Griffiths:

As in the case of the NAEB Engineer candidates, we found it impossible to secure applications for the position of director of our Placement Service without guaranteeing at least a two-year contract. This we have done.

In view of this fact, it is our request and hope that this FAE grant may be extended for a two-year minimum period, as assurance that the NAEB will have funds to continue this service for at least that long, since this period is considered essential to get such a service adequately established throughout the United States.

We shall be grateful for your consideration of this request at your convenience. Meanwhile, our most sincere appreciation for the service-coordinating steps which the FAE is making it possible for us to provide to the hundreds of persons and educational institutions in need of them.

Sincerely,

Harry J. Skornia
Executive Director

HJS:wc

File

Yes

April 15, 1954

Mr. G. H. Griffiths
Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Mr. Griffiths:

This will supplement my letter to you of yesterday (copy attached) which I do not find adequately specific on one point. As was explained, in order to secure an adequate person to head our placement service, and in order to interest, and to secure serious applications from, applicants for the post as NAEB TV Engineer, we have been forced to agree to a minimum contract of two years.

This is therefore to request that these funds, which it was generally agreed would undoubtedly have to be for at least two years, now specifically be made available to the NAEB for a second year so that these commitments on behalf of the entire educational television field may be kept by the NAEB. The Engineer Grant was for $30,000.00 per year, and the Placement Service Grant for $7,000.00

Sincerely yours,

Harry J. Skornia
Executive Director

HJS:wc
Enc.

April 12, 1954

Mr. Vernon K. Peet
The Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Mr. Peet:

This will acknowledge, with the deepest gratitude on the part of the NAEB, receipt of check number 0717, in full payment of a grant to cover the establishment of a personnel service to serve the needs of educational television and radio. We shall carry out the terms and conditions of this grant as set forth in the letter from Martha C. Howard to Mr. Graydon Ausmus, on March 26, as far as such fulfillment lies within the powers of the NAEB.

Once again, our sincere assurance of our gratitude. We have already appointed to this position Mr. Don Walker, and will proceed as rapidly as possible to fulfill the need expressed in the request for this grant.

Sincerely yours,

Harry J. Skornia
Executive Director

HJS:wc

cc: Mr. G. H. Griffiths
NAEB Executive Committee

Check sent to Schooley. 4/13/54

THE FUND FOR ADULT EDUCATION
ESTABLISHED BY THE FORD FOUNDATION
~~914 EAST GREEN STREET~~
PASADENA 1, CALIFORNIA

NO

April 8, 1954

RECEIVED
NAEB HEADQUARTERS
APR 9 1954
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

Mr. Harry J. Skornia
National Assoc. of Educational
Broadcasters
University of Illinois
14 Gregory Hall
Urbana, Illinois

Dear Mr. Skornia:

Enclosed is The Fund For Adult Education's check in the amount of $7,000, in favor of the National Association of Educational Broadcasters, in full payment of a grant to make possible the establishment of a personnel service aimed at serving the needs of the entire field of educational television and radio. Terms and conditions of this grant were set forth in Martha C. Howard's letter of March 26, 1954, to Mr. Graydon Ausmus.

Would you kindly acknowledge receipt of this payment at your convenience.

Sincerely yours,

Vernon K. Peet

Vernon K. Peet

Enclosure:
Check No. 0717

THE FUND FOR ADULT EDUCATION
1444 WENTWORTH AVENUE
PASADENA 5, CALIFORNIA

RECEIVED
NAEB HEADQUARTERS
FEB 4 1955
AM 7|8|9|10|11|12|1|2|3|4|5|6 PM

February 3, 1955

Mr. Harry J. Skornia, Executive Director
National Association of Educational Broadcasters
University of Illinois
119 Gregory Hall
Urbana, Illinois

Dear Harry:

I believe several of the letters covering specific grants from the Fund to the NAEB are already in Frank Schooley's hands. One or two others will follow shortly. When the list is complete you should have letters covering the following:

1. The adjustment of the time period on the Engineering Service.
2. The adjustment of the time period on the Management Consulting Service.
3. The adjustment of the time period on the Placement Service and the $1500 supplement.
4. The Television Scholarship Program.
5. The Production Workshop.
6. The Engineering Workshop.
7. The Consultation Teams.

As reported to you informally following our Board meeting, the above comprise all the matters on which action has been taken at this time. Certain other matters touched upon in your letter of December 13 have been noted. One of these is the interest of the NAEB in certain areas of research. Another is the consideration you are currently giving to the possible establishment of a Washington office. Let me say that we appreciate your keeping us informed on these and other activities you may have in mind, even though they lie outside the areas we are presently able to consider and accordingly are forwarded for purposes of information only.

If, following receipt of the full set of grant letters, you should have any question of interpretation on any of them, please do not hesitate to get in touch with us. Over and above the formal reports you will be making for purposes of our Board, I will as always appreciate our keeping in close touch

with each other on the development of the various projects. It was very good indeed to see you and Frank in New York and I hope we will all have a chance to compare notes again quite soon.

Sincerely yours,

G. H. Griffiths

CC: Mr. Frank Schooley

Copied NAEB Hdqs 2/7/55

February 10, 1955

Miss Martha C. Howard
Secretary
The Fund for Adult Education
1444 Wentworth Avenue
Pasadena 5, California

Dear Miss Howard:

This is to acknowledge with sincere appreciation information from you relating that the sum of $1500 has been approved by the Fund as a grant to provide for the continuation of the NAEB personnel placement service to June 30, 1956. It is our understanding that the provisions and terms of this grant will be the same as set forth in your letters of March 26, 1954 and April 23, 1954 to Mr. Ausmus.

Also, it is our understanding that the additional payment of $1500 will be made at the time payment of the second year grant is made.

Obviously, we shall be happy to provide you with progress reports and an audited financial statement at the end of our fiscal year.

Sincerely,

Frank E. Schooley
President

FES:fmh

cc: Harry J. Skornia

File Copy

REPORT OF THE NAEB PLACEMENT SERVICE

October 1, 1955

Since the last NAEB Convention, the Placement Service has:

1. Increased its number of placements nine hundred per cent.

   This includes actual placements plus those in which we played an instrumental role. Many of the positions involved were of high responsibility, such as Station Manager, Production Head, Producer-Director and so forth. We feel educational broadcasting has benefited from gaining these talents through our efforts.

2. Improved its relations with employers as expressed by their increased confidence and interest in and cooperation with the Placement Service.

   More employers are now referring their personnel needs to us, as witnessed by over one hundred requests for personnel received so far. Our files contain many letters of commendation expressing confidence in us and urging us to continue our "valuable service."

3. Directly and indirectly improved its services to employers and employee candidates through readjustment of methods of operation resulting in increased efficiency.

   A vastly improved, convenient system of reporting vacancies is now in the planning stage, and more information on it will be forthcoming soon. Certain changes in procedures here have benefited employers and candidates through increased efficiency on our part.

4. Increased its file of applicants and developed new standards of screening applicants with the result that only well qualified personnel are now registering with us.

   We now have complete files on over one hundred twenty-five "active" applicants, plus approximately two hundred pending or "inactive" requests for registration. In screening, our concentration is on those personnel with degrees in radio and television plus actual experience in the field. We feel that educational stations should be staffed with well educated, fully trained and experienced personnel. It is our purpose to obtain such personnel for them.

Respectfully submitted by:

Robert E. Underwood, Jr.
Placement Officer

10/14/55 jy

Placement Service file

ANOTHER NAEB SERVICE

Educational Broadcasters and persons interested in working either in educational radio or TV now have a central office through which to clear their employment inquiries. The EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE, a free service made possible by a grant from the Fund for Adult Education, was opened by the National Association of Educational Broadcasters May 1, 1954. Don Walker, formerly assistant office supervisor of the University of Illinois Health Service, was named to direct the activities of this newly created department.

During the past month, Walker has been setting up a system for handling job inquiries. He is starting cross-reference files for all job inquiries in such a way that all major job preferences or interests of any one individual will not be overlooked upon the announcement of a new position.

All job inquiries received by NAEB for the past year are being checked, and a file made for each applicant. The PLACEMENT SERVICE hopes to be able to keep all files up to date. However, this will take cooperation from all prospective employers and employees in reporting their negotiations.

The National Citizens Committee for Educational Television and the Joint Committee on Educational Television have also sent NAEB their job applicant files, materials are being sent by the Educational Television and Radio Center, and it is the aim of the EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE to be able to consolidate the placement and personnel classification functions at present handled by a variety of organizations.

Walker said that in the near future, through a confidental survey of all TV and radio station directors, the PLACEMENT SERVICE will be able to give definite outlines on individual job classifications, education and experience required, salary, and specific duties involved.

As outlined in the letter of transmittal for the grant, Martha C. Howard, Assistant to the President of the Fund for Adult Education, stated, "This service by the Association will be made generally known both among its member stations and others; and inquiries from all sources, whether NAEB members or not, concerning personnel, will be given full attention."

According to Walker, job applications should be addressed to him, at 14 Gregory Hall, Urbana, Illinois, and should include a short descriptive letter, plus a data sheet telling of past job experience, education, job preferences in order, location preferred, minimum salary expected, and personal data such as age, birthplace, publications, radio and/or TV programs written or produced. Managers and directors of stations should also direct letters concerning a vacancy on their staff to Walker at the above address.

Walker, a University of Illinois graduate, has also had experience in sales, accounting and office management, as well as operating his own printing business for three years. He is 27 years old, single, and makes his home in Urbana, Illinois.

TV Project Discontinues Employees

Full experienced staff from experimental, educational TV station available. Excellent references. TV station forced to close due to failure to receive appropiations following political election. Staff members available are: COORDINATOR OF EXPERIMENTAL TV STATION, former educator, has had producer-director experience; TELEVISION SUPERVISOR, former educator, described as "Outstanding authority in educational television in the United States today."; ENGINEER, schooled in thorough knowledge of DuMont camera equipment, RCA equipment, and can operate and maintain video recorder; SENIOR TELEVISION TECHNICIAN, operator and maintenance of video equipment; SENIOR TELEVISION TECHNICIAN, was former instructor in radio-television school; TELEVISION TECHNICIAN, excellent references, prefers job in California; TELEVISION TECHNICIAN, trained to operate and maintain video recorder; STUDIO SUPERVISOR, former commercial experience, has experience of being in complete charge of all lighting, making and installation of all sets and all properties; PRODUCER-DIRECTOR, has worked with teachers and administrators to obtain program ideas, write television scripts, primary interest in the upper elementary level; PRODUCER-DIRECTOR, experience same as preceding producer-director with work primarily at high school level; PRODUCER-DIRECTOR, has had both radio and commercial television experience. Primary work has been with kindergarten-primary grades; PRODUCER-DIRECTOR, former high school English teacher; PRODUCER-DIRECTOR, has had 21 years of teaching experience in the primary grades. Has had previous experience in commercial radio, written scripts and produced programs over radio stations. Wants to write scripts and serve as television talent. With one exception, everyone mentioned above is under 32 years of age.

L-1 At present actively engaged in commercial television operations. Previous experience includes Operations Coordinator, film and production manager, director of a state college speech department audio-visual laboratory, instructor in radio control room operation and stage lighting. Was recently awarded MA degree in television at Michigan State College. Interested in small college where he could handle radio and television, as well as dramatics, and general speech if necessary.

L-2 Presently engaged in the production of educational films and audio-visual aids with a widely-known organization. Also working on Ph.D. in Education at University of Southern California. In the past he has made studies of and participated in all phases of radio and television, particularly program planning, preparation and presentation. Has had varied associations with the theater, motion pictures, art, advertising, public relations, and allied fields.

M-2 Has had 480 hours TV production training; an exhaustive study of all phases of television program production including: writing, directing, make-up, music, costuming, camera-blocking and technique, film work with special emphasis on precision timing. Also, he has had several years free lance writing for magazines.

M-1 Will receive Ph.D. in Mass Communications in Sept. 1954. Has had past experience as Manager of educational radio station, assistant director of Television workshop, radio actor, radio music supervisor, radio director and producer, radio announcer. Has had considerable university teaching experience. Also has held major positions in educational radio and television organizations. Experienced in research procedures.

S-1 Has splendid background in music study, radio experience, and college teaching. Wishes to locate job with educational radio or television station as Music Director combined, if possible, with teaching duties in college Music Dept. Available immediately. Graduate of Amherst College. Four years of graduate study in music at Harvard. Seven years experience in radio including jobs as Music Director, Station Manager, planner of live and recorded good music programs, continuity writer, and announcer. Had own program on WQXR in New York City and for two years on WILL, Urbana, Illinois. Has taught courses in music appreciation and music history at Hunter College, the University of Connecticut, at M.I.T. and recently, at University of Illinois. Has also lectured extensively before adult audiences. Can furnish finest references.

S-2 Receiving Ph.D. degree in Mass Communications in June. Has had experience in teaching, advertising, and newspaper work. Would like job in program development, including taking the initiative for stimulating, planning the sequence, and coordinating a program idea, and serving as a liason agent between the station and the resource personnel for most efficient subject matter presentation. Also, research, including content, audience, effects, and their relation to programming.

Letters were sent to all job applicants in our files on April 29, 1954, requesting that they notify us of their present employment status. It was also suggested that they submit personal data sheets if they have not already done so.

NAEB PLACEMENT SERVICE FOR ENGINEERS

Oct. 1955 N L

We'd like to call attention of technical personnel to the fact that NAEB is operating a Placement Service here at NAEB Headquarters in Urbana. From time to time we have inquiries from AM and TV stations who have positions open for technical personnel. Unfortunately there are few, if any, names of technically trained people in the Placement Service files who are seeking other positions.

We are not trying to entice you from your present position. If you are unhappy where you are, or are seeking to better your position, perhaps you should be registered with the NAEB Placement Service so that you may hear about these position openings. There is no charge for this service. Your registration will be kept confidential and your present employer will not be contacted unless or until you give us permission. Write to NAEB Placement Service, 14 Gregory Hall, Urbana, Illinois.

Champaign, Illinois, JUN 30 1956

N.A.E.B.

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4/6/54

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS
2500 Municipal Building, New York 7, N. Y.
WHitehall 3-3600 Ext. 2281

RECEIVED
NAEB HEADQUARTERS
APR 9 1954

RELEASE: MONDAY, APRIL 12, 1954

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS ESTABLISHES PERSONNEL SERVICE FOR EDUCATIONAL RADIO AND TV STATIONS

Donald N. Walker Named Head of Personnel Project

The establishment of a "regular, comprehensive personnel service, aimed at serving the needs of the entire field of educational television and radio" was announced today (MONDAY, APRIL 12, 1954), by Graydon Ausmus, President of the National Association of Educational Broadcasters.

The project was made possible by a grant to the NAEB from the Fund for Adult Education.

In a letter to Mr. Ausmus, Martha C. Howard, Assistant to the President of the Fund for Adult Education, noted that "this service will place on an organized and more efficient basis, the placement and personnel classification functions, at present handled by a variety of organizations."

'It is understood", Miss Howard added, "that the director and secretary of the placement bureau will be full-time staff employees of the National Association of Educational Broadcasters."

Describing the duties of the director and the secretary, Miss Howard said, "Systematic efforts will be made by them to maintain files, as nearly comp lete as possible, on all qualified personnel seeking positions in the field of educational television and radio. This service by the Association will be made generally known, both among its member stations and others, and inquiries from all sources, whether NAEB members or not, concerning personnel, will be given full attention."

Named by NAEB President Ausmus to direct the activities of this newly created personnel service is Donald N. Walker, formerly assistant office supervisor of the University of Illinois Health Service, where his duties included personnel supervision.

Mr. Walker, a University of Illinois graduate, has also had experience in sales, accounting and office management, as well as operating his own printing business for three years. He is 27 years old, single, and makes his home in Urbana, Illinois.

# # # # # # # # # #

ADDITIONAL COPIES OF PLACEMENT SERVICE REPORT
(PREPARED BY BOB) ARE IN CLOSET

COMBINED FISCAL REPORTS

TV-RADIO PLACEMENT SERVICE

Grant Received (1954 and 1955)		$15,500.00
Less: Salaries	$ 3,724.66	
Travel, Supplies, Expenses	2,412.31	6,136.97
Balance, 4/25/55		$ 9,363.03

TV ENGINEERING SERVICE

Grant Received (1954)		$30,000.00
Less: Salaries	$12,965.54	
Travel, Supplies, Expenses	5,327.07	18,292.61
Balance, 4/25/55		$11,707.39

TV MANAGEMENT CONSULTANT SERVICE

Grant Received (1954)		$ 7,000.00
Less: Consultant's Fees	$ 2,500.00	
Travel and Expenses	453.11	2,953.11
Balance, 4/25/55		$ 4,046.89

Prepared by NAEB Treasurer Robert J. Coleman, as of April 25, 1955

FAE

REPORTS - DUE DATES

	PERIOD	*REPORT DUE (to FAE)
ENGINEERING SERVICE	Feb. 15, '54-Feb. 15, '55 Feb. 15, '55-June 30, '56	**May 1, '55
PLACEMENT SERVICE	Apr. 1, '54-56-June 30, '56	**May 1, '55
CONSULTANT TEAMS	Apr. 1, '55-Sept. 30, '55	**Sept. 30, '55
MANAGEMENT-LABOR CONSULTATION SERVICE	- June 30, '56	**May 1, '55
WORKSHOP: TV ENGINEERING	- June 30, '56	**-at convenience - conclusion of workshop
WORKSHOP: TV PRODUCTION	- June 30, '56	**-at convenience - conclusion of workshop
SCHOLARSHIPS	approx. period July 1, '55-June 30, '56	**October 1, 1955

*Should reach us close to one month before this date.
**Audited financial statement - end of fiscal year

Draft - Placement Service file

LETTER OF AGREEMENT

This is to state that Donald N. Walker hereby accepts the position which places him in charge of the NAEB Personnel Service, operating the Association's and the nation's central educational radio and television placement office.

This position is hereby offered and accepted for a period of two years, with subsequent renewal contingent upon availability of funds. This agreement shall be understood to include a trial period of ninety days, before which time it shall not be considered binding, but following which it shall be in full force.

Salary for this position shall be at the rate of $3600.00 per year, with Social Security provisions and merit increases possible up to but not exceeding 10% at the end of the first year.

_____ For the NAEB

Donald N. Walker

_____

_____

_____

_____

NAEB Headquarters
3-26-54

FOR INFORMATION OF ~~Schooley~~ Ndg

Ausmus

NAEB Placement Serv.

PROPOSED DRAFT FOR LETTER TO GO TO ALL HOLDERS OF EDUCATIONAL TELEVISION FREQUENCIES

Dear.....

We are happy to announce the opening of the NAEB EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE as of May 1, 1954. This free placement service is available to all educational television and radio organizations whether or not they are members of the NAEB. Full time operation is now possible through a grant from the Fund for Adult Education, an independent organization established by the Ford Foundation.

In opening your new television station, you will of course be needing experienced persons in various positions. We will be glad to help you find qualified personnel if you will send us information about the positions you will have available, such as the number of engineers, production men, technicans, etc., plus a brief description of each job, including age requirements, educational qualifications, experience and salary.

In the near future we plan to issue job analysis and description materials to facilitate job classification throughout the educational television and radio field.

Could you please advise us to whom we should address our letters and publications for any further correspondence?

Hoping to be of service to you in the near future, we remain

Very truly yours,

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Don Walker (in charge)

On NAEB Stationery with Placement Service printed on.

ANOTHER NAEB SERVICE

Educational Broadcasters and persons interested in working either in educational radio or TV now have a central office through which to clear their employment inquiries. The EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE, a free service made possible by a grant from the Fund for Adult Education, was opened by the National Association of Educational Broadcasters May 1, 1954. Don Walker, formerly assistant office supervisor of the University of Illinois Health Service, was named to direct the activities of this newly created department.

During the past month, Walker has been setting up a system for handling job inquiries. He is starting cross-reference files for all job inquiries in such a way that all major job preferences or interests of any one individual will not be overlooked upon the announcement of a new position.

All job inquiries received by NAEB for the past year are being checked, and a file made for each applicant. The PLACEMENT SERVICE hopes to be able to keep all files up to date. However, this will take cooperation from all prospective employers and employees in reporting their negotiations.

The National Citizens Committee for Educational Television and the Joint Committee on Educational Television have also sent NAEB their job applicant files, materials are being sent by the Educational Television and Radio Center, and it is the aim of the EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE to be able to consolidate the placement and personnel classification functions at present handled by a variety of organizations.

Walker said that in the near future, through a confidental survey of all TV and radio station directors, the PLACEMENT SERVICE will be able to give definite outlines on individual job classifications, education and experience required, salary, and specific duties involved.

As outlined in the letter of transmittal for the grant, Martha C. Howard, Assistant to the President of the Fund for Adult Education, stated, "This service by the Association will be made generally known both among its member stations and others; and inquiries from all sources, whether NAEB members or not, concerning personnel, will be given full attention."

According to Walker, job applications should be addressed to him, at 14 Gregory Hall, Urbana, Illinois, and should include a short descriptive letter, plus a data sheet telling of past job experience, education, job preferences in order, location preferred, minimum salary expected, and personal data such as age, birthplace, publications, radio and/or TV programs written or produced. Managers and directors of stations should also direct letters concerning a vacancy on their staff to Walker at the above address.

Walker, a University of Illinois graduate, has also had experience in sales, accounting and office management, as well as operating his own printing business for three years. He is 27 years old, single, and makes his home in Urbana, Illinois.

POSITIONS WANTED

TV Project Discontinues Employees

Full experienced staff from experimental, educational TV station available. Excellent references. TV station forced to close due to failure to receive appropiations following political election. Staff members available are: COORDINATOR OF EXPERIMENTAL TV STATION, former educator, has had producer-director experience; TELEVISION SUPERVISOR, former educator, described as "Outstanding authority in educational television in the United States today."; ENGINEER, schooled in thorough knowledge of DuMont camera equipment, RCA equipment, and can operate and maintain video recorder; SENIOR TELEVISION TECHNICIAN, operator and maintenance of video equipment; SENIOR TELEVISION TECHNICIAN, was former instructor in radio-television school; TELEVISION TECHNICIAN, excellent references, prefers job in California; TELEVISION TECHNICIAN, trained to operate and maintain video recorder; STUDIO SUPERVISOR, former commercial experience, has experience of being in complete charge of all lighting, making and installation of all sets and all properties; PRODUCER-DIRECTOR, has worked with teachers and administrators to obtain program ideas, write television scripts, primary interest in the upper elementary level; PRODUCER-DIRECTOR, experience same as preceding producer-director with work primarily at high school level; PRODUCER-DIRECTOR, has had both radio and commercial television experience. Primary work has been with kindergarten-primary grades; PRODUCER-DIRECTOR, former high school English teacher; PRODUCER-DIRECTOR, has had 21 years of teaching experience in the primary grades. Has had previous experience in commercial radio, written scripts and produced programs over radio stations. Wants to write scripts and serve as television talent. With one exception, everyone mentioned above is under 32 years of age.

L-1 At present actively engaged in commercial television operations. Previous experience includes Operations Coordinator, film and production manager, director of a state college speech department audio-visual laboratory, instructor in radio control room operation and stage lighting. Was recently awarded MA degree in television at Michigan State College. Interested in small college where he could handle radio and television, as well as, dramatics, and general speech if necessary.

L-2 Presently engaged in the production of educational films and audio-visual aids with a widely-known organization. Also working on Ph.D. in Education at University of Southern California. In the past he has made studies of and participated in all phases of radio and television, particularly program planning, preparation and presentation. Has had varied associations with the theater, motion pictures, art, advertising, public relations, and allied fields.

M-2 Has had 480 hours TV production training; an exhaustive study of all phases of television program production including: writing, directing, make-up, music, costuming, camera-blocking and technique, film work with special emphasis on precision timing. Also, he has had several years free lance writing for magazines.

M-1 Will receive Ph.D. in Mass Communications in Sept. 1954. Has had past experience as Manager of educational radio station, assistant director of Television workshop, radio actor, radio music supervisor, radio director and producer, radio announcer. Has had considerable university teaching experience. Also has held major positions in educational radio and television organizations. Experienced in research procedures.

S-1 Has splendid background in music study, radio experience, and college teaching. Wishes to locate job with educational radio or television station as Music Director combined, if possible, with teaching duties in college Music Dept. Available immediately. Graduate of Amherst College. Four years of graduate study in music at Harvard. Seven years experience in radio including jobs as Music Director, Station Manager, planner of live and recorded good music programs, continuity writer, and announcer. Had own program on WQXR in New York City and for two years on WILL, Urbana, Illinois. Has taught courses in music appreciation and music history at Hunter College, the University of Connecticut, at M.I.T. and recently, at University of Illinois. Has also lectured extensively before adult audiences. Can furnish finest references.

S-2 Receiving Ph.D. degree in Mass Communications in June. Has had experience in teaching, advertising, and newspaper work. Would like job in program development, including taking the initiative for stimulating, planning the sequence, and coordinating a program idea, and serving as a liason agent between the station and the resource personnel for most efficient subject matter presentation. Also, research, including content, audience, effects, and their relation to programming.

Letters were sent to all job applicants in our files on April 29, 1954, requesting that they notify us of their present employment status. It was also suggested that they submit personal data sheets if they have not already done so.

Item 25

REPORT OF THE NAEB PLACEMENT SERVICE

April 1, 1956

Since its last report (which indicated considerable progress, you may recall), the activities of the Placement Service have leveled off so that we now have a steady day-to-day operation instead of sporadic periods of great activity.

During the last five months the Placement Service has not handled the quantity of openings it did in preceding months. Naturally, we have no explanation for this fact: either budgets will not permit expansions or educational broadcasting employees are becoming more settled. It is fair to say, however, that on a percentage basis more employers have expressed definite interest in our candidates.

This greater interest is due to our increased number of fully qualified available personnel. We have made great strides recently in increasing the registration of candidates possessing both higher academic degrees and actual experience in the broadcasting field. Unfortunately, such personnel are a bit older than the bright young Bachelor of Arts candidates; thus, these more mature candidates are reluctant to accept salaries not in line with the costs of moving, housing and feeding a family. The situation is unfortunate, but nevertheless true; and some solution should be forthcoming if educational broadcasting is to continue attracting the type of personnel it needs so urgently.

Our method of operation is similar to that employed prior to the last report. The initiation of a new method of reporting vacancies has greatly increased the efficiency of office work and has increased the rapidity with which credentials can be sent to employers. The cooperation of the employers is urged in using these cards.

One area in which we are still lacking is that of getting technical personnel registered with us. The demand for such personnel continues to be great, and our inability to assist employers in this area is a source of great regret to us.

In summary, we may state that the Placement Service is in good condition and capable of handling almost any request. Our record of progress continues.

Respectfully submitted by:

Robert E. Underwood, Jr.
Placement Officer

REB:cr

File Copy

REPORT

on

DUTIES AND ACTIVITIES

of the

PLACEMENT OFFICER

MAY 1, 1954 - MARCH 31, 1955

EDUCATIONAL TELEVISION AND RADIO

PLACEMENT SERVICE

NATIONAL ASSOCIATION OF

EDUCATIONAL BROADCASTERS

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* Not included with all copies, but available upon request.

REPORT OF PLACEMENT OFFICER ON DUTIES AND ACTIVITIES

POSITION: Placement Officer, Educational Television and Radio Placement Service, National Association of Educational Broadcasters.

PURPOSE: To assist any individual who requires aid in obtaining employment in educational television and radio; and to assist all television and radio broadcasters who require aid in obtaining qualified personnel to manage and staff their operations.

INCUMBENT: Robert E. Underwood, Jr.

SCOPE: This report shall cover all activities and duties of the Placement Officer from the official opening of the Placement Service on May 1, 1954 to March 31, 1955, with particular attention given to the period dating from October 18, 1954 to March 31, 1955 inclusive.

GENERAL STATEMENT

The Placement Service of the National Association of Educational Broadcasters (NAEB) was officially opened on May 1, 1954. Its establishment was made possible by a grant from the Fund for Adult Education, on the advice of the Joint Committee on Educational Television, the National Citizens Committee for Educational Television, and the Educational Television and Radio Center.

The Placement Service is located in 14 Gregory Hall, Urbana, Illinois where the national headquarters of the National Association of Educational Broadcasters is located.

Since May 1, 1954 the Placement Service has made a remarkable growth. The building of such a service is often painstakingly slow and extreme patience is required. However, the impartial observer must admit that the Placement Service has succeeded in overcoming many obstacles and is rapidly approaching the point where it can become a great factor in the establishment of new and better standards of educational broadcasting in this country.

This Report of the Placement Officer on Duties and Activities attempts to show what has been done and what is being done by the Placement Service; furthermore, this report contains recommendations as to what may be done to improve the operation of the Placement Service.

The following report is centered around six primary duties of the Placement Officer. Under these headings are gathered all activities having relation to them. In this manner the incumbent has attempted to fashion a full, objective report of the progress that has been made.

I. THE PLACEMENT OFFICER SHALL DETERMINE WHAT FORMS ARE NECESSARY FOR THE OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the Placement Forms is to provide for employers and the Placement Officer specific information concerning the talents, backgrounds, and aspirations of applicants for employment in educational television and radio; and otherwise to aid the Placement Officer in the operation of the Placement Service.

The forms listed below were printed in June, 1954 after considerable research by the then incumbent Placement Officer. Said officer carried on correspondence with and made personal visits to several responsible personnel agencies where he received full cooperation and assistance in devising the Placement Forms.

At present, the following forms are in use by the Placement Service: (Copies of these forms may be found in Appendix A.)

A. FORM ONE

This form includes the full name and address of the applicant, plus personal data about him, such as place and date of birth, marital status, physical condition and so forth. Furthermore, space is provided for an application photo not to exceed two by three inches (2" X 3").

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

B. FORM TWO

This form covers all non-professional activities of the applicant, such as awards, civic activities, special abilities, travel, hobbies, sports actively engaged in and so forth.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

C. FORM THREE

This form covers the formal educational background and the teaching record of the applicant.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

D. FORM FOUR

This form covers the applicant's formal educational preparation for broadcasting and the education courses he has taken.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

E. FORM FIVE

This form covers the work and experience record of the applicant and the names and addresses of those he wishes to use as references.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

F. FORM SIX

This form covers the radio and television broadcast experience of the applicant.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

G. FORM SEVEN

This form is for the applicant to present his views on his qualifications, aspirations, etc., in terms of a general statement.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

H. FORM NINE

This form contains a rating scale and space for references to make a statement concerning the applicant.

Five copies of this form are sent to each reference listed by the applicant. Fifteen thousand copies of this form were printed.

Until recently, only Form Ten was sent to references and five copies of the reference's statement were typed by this office. It has been decided to mail a complete set of reference forms to each reference. This is in line with the method adopted by many personnel agencies and increases the speed and efficiency of the operation of the Placement Service.

I. FORM TEN

This form contains all the information required on Form Nine, plus additional information such as how long the reference has known the applicant, what the relation of their acquaintance was, and for what type of position the reference believes the applicant is best suited. Space is given for the reference to give additional information concerning the applicant, which information is solely for the use of the Placement Officer in making recommendations for placement and will not be shown to the employer.

One copy of this form (together with five copies of Form Nine) is sent to each reference listed by the applicant. Three thousand copies of this form were printed.

J. FORM ELEVEN

This form - printed on yellow paper - is a master sheet containing all information given on Forms One through Seven. There is additional space provided (Section Eight) in which the applicant writes his own advertisement which is published in the NAEB Newsletter Supplement.

One copy of this form is sent to each applicant. Three thousand copies of this form were printed.

K. FORM TWELVE

This form is identical with Form Eleven, with the exception that it is printed on white paper. This form is to be retained by the applicant for his personal file.

One copy of this form is sent to each applicant. Three thousand copies of this form were printed.

L. FORM THIRTEEN

This form contains the positions in television and radio desired by the applicant. It also contains the location and salary range desired by the applicant.

One copy of this form is sent to each applicant. Five thousand copies of this form were printed.

M. FORM FOURTEEN

This form contains all particulars relative to a vacancy report such as location, name and address of employer, type of position, duties specified, qualifications desired, salary, and date and method of notification. On the back of this card is space wherein is written the names of the applicants recommend for the position.

These cards form the Vacancy File. Five hundred copies of this form were printed.

N. FORM FIFTEEN

This form informs the recommended applicant of the particulars of the position as found on Form Fourteen. On the reverse side is space on which the applicant informs the Placement Officer of his actions in regard to the position.

One copy of this form is sent to each applicant recommended for a position. The form is divided into two sections: the top section contains the location of the position and instructions as to the procedure the applicant is to follow; on the reverse side of this section the applicant indicates the course of action he has chosen and returns this section to the Placement Officer. The bottom section contains the information given on Form Fourteen. If the applicant decides to apply for the position, he retains

this section until notified by the employer whether or not he has been elected. He so indicates the decision of the employer on the reverse side of this section and returns it to the Placement Officer. If elected, he notes his duties and salary on this section. If he does not apply for the position, the applicant is to return both sections of this form to the Placement Officer at once.

One thousand copies of this form were printed.

O. FORM SIXTEEN

On this form is listed the employer to whom the applicant has been referred, the date of the referral, and whether or not the applicant applied, refused, accepted or was not elected to the position.

These sheets form the Referral File. One sheet is assigned to every member of the Active File. Five hundred copies of these forms were printed.

P. INSTRUCTION SHEET AND GENERAL STATEMENT SHEET

These mimeographed pages are mailed to each applicant along with the Placement Forms. Their purpose is to instruct the applicant as to the proper method of filling out the Placement Forms, and to outline in general terms the purposes and procedures of the Placement Service.

Q. CREDENTIAL COVERS

One of these brown $8\frac{1}{4}$" X $8\frac{1}{2}$" covers is used to forward the credentials of each applicant to a prospective employer. Each cover is sealed shut by a sticker on which is written the applicant's name. Furthermore, this seal has space wherein the employer is requested to furnish information in regard to his actions concerning the applicant.

SUMMARY

Only minor errors have been found in the Placement Forms since their printing. In order to maintain maximum efficiency, it is recommended that these errors, however slight, be corrected at the next printing of the forms. Special attention should be given to Forms One, Ten, Eleven and Twelve.

At the present time, there are sufficient forms to handle a maximum of five hundred applicants. Therefore, there is no need to recommend a new printing of the Placement Forms in the near future.

The only complaint received thus far concerning the Placement Forms is in regard to their length. It is recommended that no immediate steps be taken to shorten the forms, as it is felt that all requested information is essential. Furthermore, these forms have been praised for their thoroughness and organization.

II. THE PLACEMENT OFFICER SHALL ESTABLISH AND MAINTAIN WHATEVER FILES ARE DEEMED NECESSARY FOR THE SUCCESSFUL OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the files listed below is to insure the keeping of accurate records of all Placement Service activities and to provide quick and efficient means of reference with regard to the status of any and all applicants.

At present, the following files are in use by the Placement Service:

A. ACTIVE FILE

This file contains the credentials of all applicants who have completed their Placement Forms. Prior to the printing of the Placement Forms all letters of inquiry concerning the Placement Service were placed in this file. The present file was established when completed Placement Forms began to be received.

Since October 18, 1954 every effort has been made to establish a definite Active File. A form letter (hereafter referred to as Form Letter I and found in Appendix B) was sent to the over two hundred-fifty applicants who had received and not returned the Placement Forms. This procedure was very helpful in enabling the Placement Officer to determine who did and who did not wish to make use of the Placement Service. The response to this letter has been good and has hastened the establishment of definite Active, Inactive and Dead Files.

B. INACTIVE FILE

This file contains all applicants who have received and not yet returned the Placement Forms. When the completed forms are received, the applicant's file is transferred to active status.

Prior to the first mailing of the Placement Forms there was no Inactive File. This file was established for the purpose of indicating to whom the Placement Forms had been sent.

Since October 18, 1954 this file has been reorganized. The response to Form Letter I has cleared the file of those who did not wish to use the Placement Service.

C. DEAD FILE

This file contains the material on those who have not responded to Form Letter I or who have not chosen to take advantage of the Placement Service.

Prior to October 18, 1954 there was no dead file.

Since October 18, 1954 this file has grown as the Active and Inactive Files decreased slightly. This trend is not to be considered as reflecting a lack of interest in the Placement

Service; it is only natural that of the over two hundred-fifty members of the October 17, 1954 Active File many have found employment elsewhere or have lost their interest in educational broadcasting. The material in this file will be kept for a yet to be determined length of time and then destroyed.

D. REFERRAL FILE

This file contains the information of where and when the credentials of an active applicant were sent, whether an application was made, and whether the recommended applicant was elected to or refused the position. Every active applicant has a sheet in this file.

Prior to October 18, 1954 there was no Referral File. In its place, a sheet carrying the required information was placed in the folder of each active applicant.

After October 18, 1954 it was deemed advisable to create a separate file for this information. This method made it more convenient for the Placement Officer to make his entries and to discover quickly the location of each applicant's credentials. This new file also lessens the danger of loss of this information, a frequent occurrence prior to October 18, 1954.

E. EXPERIENCE FILE

T his file consists of individual cards, on each of which is listed the work record of an active applicant.

Prior to October 18, 1954 there was no Experience File.

T he creation of this file increases the speed of the Placement Officer in making recommendations by telling him at a glance how well qualified an applicant is in terms of past experience. Prior to the creation of this file, the Placement Officer was required to search through all the active applicant's folders while seeking an applicant with a certain amount of experience. This file also lessens the danger of recommending unqualified applicants for open positions.

F. POSITIONS DESIRED FILE

This file lists the positions desired, the desired location and the salary range of each active applicant.

This file was established soon after the first printing of the Placement Forms. The entries are listed by position.

G. VACANCY FILE

This file gives the particulars of all vacant positions, such as qualifications desired, salary range and so forth. Attached to this file is a record of the names of applicants recommended

for positions, and a record of each applicant's action in regard to each job vacancy for which he has been recommended.

The appropriate forms for this file were printed with the first printing of all Placement Forms. However, there was no Vacancy File as such prior to October 18, 1954.

Since October 18, 1954 the appropriate forms have been organized to constitute a file.

H. KEY MAN FILE

This file contains the names and addresses of all officials with whom the Placement Service has contact.

Prior to October 18, 1954 there was no Key Man File.

This file was created for the purpose of enabling the Placement Officer to find easily the name and address of key persons at every station, university or college, school system and radio and/or television center. It also assists him in recommending responsible officials to whom applicants should write.

I. CORRESPONDENCE WITH EMPLOYERS FILE

This file contains all correspondence with prospective employers relative to job openings, qualifications of applicants, etc.

Prior to October 18, 1954 this material was placed in the General Correspondence File.

After October 18, 1954 it was felt necessary to separate correspondence with employers from the general correspondence. This action increased the speed with which the Placement Officer may locate past correspondence with employers, an almost daily task.

J. GENERAL CORRESPONDENCE FILE

This file contains all correspondence carried on by the Placement Officer excluding the material covered in the Correspondence with Employers File.

Prior to October 18, 1954 this file included all correspondence of the Placement Officer.

After October 18, 1954 this file was reorganized for the reasons listed above in Section I.

SUMMARY

It is necessary to point out that all of the above files are not in good order at this time. It is hoped - and every effort is being made to accomplish this hope - that all files will be in good order by April 1, 1955 or shortly thereafter.

The condition of the Active File is less than satisfactory. While a large majority of the applicants' files are in good order, some are minus from one to four complete sets of forms and reference statements. These missing sets were sent out prior to October 18, 1954 and the record of where and when they were sent has been misplaced. The question of how these missing sets will be replaced is yet to be determined. With the creation of new files and the establishment of definite procedures, it is felt that this problem has been corrected or at least the danger of its repetition considerably lessened.

Since the arrival of a large file cabinet, the Placement Service has more than adequate room in which to arrange its files in an orderly fashion.

It shall be the duty of the Placement Officer to check and re-check these files in order to insure a maximum of efficiency. Likewise, the Placement Officer shall add any new files he deems necessary.

III. THE PLACEMENT OFFICER SHALL DETERMINE WHATEVER PROCEDURES ARE NECESSARY FOR THE EFFICIENT OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the following procedures is to insure that all necessary steps are taken in the processing of files and reports and to guard against the misplacement or inaccurate keeping of records.

The procedures determined at this time are as follows:

A. PROCESS OF APPLICATION FOR ACTIVE FILE STATUS

This procedure is designed to insure that all necessary forms are sent to the applicant and that their sending is properly recorded.

The steps taken in this procedure are:

1. Letter of application is received.
2. Folder is assembled and mailed.
   a. 5 copies of Forms 1 through 7
   b. 1 copy of Form 11
   c. 1 copy of Form 12
   d. 1 copy of Form 13
   e. 1 copy of Instruction Sheet
   f. 1 copy of General Statement Sheet
3. Applicant is entered on Inactive Mailing List.
4. Application letter is placed in the Inactive File.

B.. PROCESS OF COMPLETING ACTIVE FILE STATUS

This procedure is designed to insure that all necessary steps are taken to install the applicant in an active status.

The steps taken in this procedure are as follows:

1. Completed Placement Forms are received.
2. One copy of Form 10 and five copies of Form 9 are sent to each reference listed by the applicant.
3. Appropriate entry is made on Active Mailing List.
4. Appropriate entry is made in the Referral File.
5. Appropriate entry is made in the Experience File.
6. Appropriate entry is made in the Positions Desired File.
7. Appropriate entry is made on Newsletter Supplement list.
8. Applicant's Inactive File material is collected.
9. Applicant's folder is prepared.
10. Applicant's folder is placed in the Active File.
11. Applicant is removed from Inactive Mailing List.
12. Applicant is sent letter acknowledging receipt of forms.

C. PROCESS OF VACANCY REPORT

This procedure is designed to insure that all necessary steps are taken in the recommendation of candidates for vacant positions.

The steps taken in this procedure are as follows:

1. Notification of vacancy is received.
2. Appropriate entry is made in Vacancy File.
3. Positions Desired File is consulted.
4. Experience File is consulted.
5. Selection of applicants for recommendation is made.
6. Credentials of selected applicants are sealed in Credential Covers and mailed to the employer with a letter in which the names(s) of the applicant(s) must be listed.
7. Appropriate entry is made in the Referral File.
8. Appropriate entry is made on reverse side of Form 14.
9. Applicants are sent Form 15.
10. Letter of notification and carbon copy of reply are placed in the Correspondence With Employers File.

SUMMARY

The establishment of these procedures has increased the speed and efficiency of the Placement Service and in all other ways has improved the operation.

It is the duty of the Placement Officer to check and improve these procedures. Furthermore, he shall establish new procedures as the need for such arises.

IV. . THE PLACEMENT OFFICER SHALL DEVISE AND CARRY OUT WAYS AND MEANS OF ESTABLISHING PERSONNEL CLASSIFICATION AND DEFINITIVE JOB DESCRIPTIONS.

STATEMENT

The need for personnel classification and job description in the field of educational television and radio is pressing. There is, evidently, a great divergence of opinion among both employers and applicants as to what exactly is, for example, a director? what are his duties? what are the necessary qualifications for the position? and so forth. Also, there is a growing

concern among applicants as to what positions educational television and radio offer and what the salary ranges are. It is felt that the Placement Service should seek to regulate job descriptions as much as possible and have accurate knowledge concerning classification and probable salary ranges to be found in educational broadcasting.

In line with this thought, the Placement Service has recently taken steps with regard to accomplishing classification and descriptions.

CLASSIFICATION

The first step in establishing a classification of educational broadcasting personnel was the drafting of a temporary classification list. The Placement Officer, with the generous assistance of NAEB officials, devised such a list. This list, accompanied by a form letter requesting that appropriate entries be made on spaces provided on the list, and further requesting that the list be returned to the Placement Service, was sent to all active and associate members of the NAEB. (This form letter, hereafter referred to as Form Letter II, and the accompanying list may be found in Appendix C.)

At this time, the Placement Service has received an approximate twenty per cent (20%) response to this request. It is felt that this response is not sufficient to warrant the undertaking of the final tabulation and distribution of results. Therefore, it is strongly recommended that those who have not responded be urged to do so as soon as possible. A step in this direction was taken in the March, 1955 Newsletter Supplement. (See Appendix D.)

DESCRIPTIONS

Form Letter II contains a paragraph wherein is described the extreme importance of descriptions and an urgent request is made that if the employer has any available he forward a copy of them to the Placement Service. At this time only a few such descriptions have been received mainly, it is felt, because employers do not have such descriptions available.

It is recommended that inquiries be made as to how the Placement Service can receive some type of job descriptions. It is possible that the Placement Service could contact commercial radio and television broadcasters and inquire as to their willingness to cooperate with us; or perhaps the Placement Service could contact other personnel services or agencies to discover their means of obtaining these necessary job descriptions. (See Appendix E) It is strongly urged that these descriptions be obtained in the near future, for without them the Placement Service is unable to give one hundred per cent service.

SUMMARY

The importance of obtaining these classifications and descriptions has been stressed. The original intention of the Placement Service was to have the results tabulated and distributed by April 1, 1955. However, in the light of the response received, this tabulation and distribution will have to be delayed for some time. When an adequate number of responses have been received, it shall be the duty of the Placement Officer to tabulate and distribute by appropriate means the results of the survey. In the course of

distribution of results, careful attention must be given to insure that no stations or institutions be mentioned in connection with particular salary ranges, as this would be a violation of confidential material.

V. THE PLACEMENT OFFICER SHALL DEVISE METHODS BY WHICH HE WILL BE MADE AWARE OF CURRENT TRENDS AND AFFAIRS WITHIN THE EDUCATIONAL BROADCASTING FIELD.

STATEMENT

In connection with the purposes of the Placement Service, it is felt that the Placement Officer should be aware of all affairs in the field which pertain to his office. Thus, the Placement Officer should know the present and planned status of those centers, stations and institutions which he serves. With this knowledge, the Placement Officer will be better equipped to advise applicants of the possibilities of obtaining employment. Furthermore, such interest in the affairs of the field will instill a high degree of confidence in the Placement Service by the employer who will realize that the Placement Service is aware of his individual problems pertaining to personnel and is seeking ways to alleviate them.

SUMMARY

In order to accomplish this program, it is deemed advisable to have the Placement Service placed on the mailing lists of the Joint Committee on Educational Television (JCET) and the National Citizens Committee for Educational Television (NCCET) so that the Placement Officer will have a general knowledge of internal affairs of the field. More specifically, it is urged that letters of inquiry be sent by the Placement Officer to the directors of member stations, centers, and institutions concerning their present status and future plans and offering our service to them. (See Appendix F.) The purpose of these letters is to create good-will, to make the Placement Officer aware of problems within the field, and to make the employing official conscious of the existence and usefulness of the Placement Service.

VI. THE PLACEMENT OFFICER SHALL SEEK APPROPRIATE MEANS TO ADVERTISE THE PLACEMENT SERVICE, THE QUALIFICATIONS OF APPLICANTS, AND CURRENT JOB OPENINGS.

STATEMENT

In order for the Placement Service to be of good use to applicants and employers, its existence must be made well known. Therefore, it behooves the Placement Officer to create effective means of publicity and to see to their accomplishment. It is felt that through a program of publicity the Placement Service will be able to extend its operation by guaranteeing wide promulgation of news concerning applicants and job openings. Likewise, it is hoped that non-commercial broadcasters who are not members of the NAEB will discover and make good use of the Placement Service and through this rewarding contact decide to join the NAEB.

SUMMARY

The most obvious method of publicizing the Placement Service is through the NAEB Newsletter Supplement. This publication will cover all members of the NAEB, but it is felt that more than this area should be covered. Therefore, it is recommended that the Placement Service seek by appropriate means to gain attention in other trade magazines and newspapers and, if possible, in magazines and other publications not specifically devoted to television and radio.

In regard to the Newsletter Supplement, it is felt that perhaps a list of job openings should be included with the applicants' advertisements. Naturally, there would be no mentioning of the employers' names, and all actions regarding these advertisements would center around the Placement Service. If desired, the Placement Service will obtain the written permission of the employer to circulate his need. It is felt that this extra service would increase the desire of employers to make use of the Placement Service. It is strongly felt that any and all publicity received by the Placement Service will increase its prestige and contribute to its expansion. (See Appendix G.)

GENERAL SUMMARY

It is felt that the above report is generally self-explanatory. With the growth of the Placement Service, it has been necessary to give greater attention to the keeping of accurate files, hence so much devotion of space to the filing system, procedures, etc.

It may be safely stated that the Placement Service has passed its settling down stage. During the first year of its operation many errors were made. In many instances the Placement Service has learned of pitfalls the hard way: by falling into them. Yet much has been accomplished, and it is felt that the above report is encouraging in that it narrates a tale of progress.

While there is much to be done, the Placement Service enters its new year confident that it can successfully conclude any task assigned to it, and with the promise that it will continually seek to improve itself and its service to educational broadcasting.

5-1-55

NAEB PLACEMENT SERVICE

The following are descriptions of individuals recently registered with us. Further information concerning them may be obtained by writing Mrs. Judith Stevens, Placement Officer, 14 Gregory Hall, Urbana, Illinois. Also, anyone interested in registering with us should contact Mrs. Stevens.

December 1 - Male, 22, B.S., married, at present supervisor of radio-TV production for a small college, desires position as news director, production manager or special-events producer in educational broadcasting. Can also shoot, edit, and plan films, has experience with news, programming and writing. Desires locate in the East. $500/month.

December 2 - Program manager for commercial TV station with 7 years experience as producer-director and administrator as well as program manager, wants to be station manager of an ETV station. Male, 32, A.B., married. Location open. $9,500.

December 3 - Male, 30, married, presently employed as maintenance supervisor at an ETV station - has also worked as an audio engineer and trained many student engineers. Wants a position as audio or video engineer, can work on kinescopes and operations. Location, salary, open.

December 4 - Recent radio-TV graduate, now production assistant in an ETV station wants similar position in another station, as a cutback in operations threatens job security. Can direct and announce. Male, 22, B.A., married. Location open. $350/month.

December 5 - Male, 26, married, to receive M.S. in radio-TV in February, wishes a position as producer-director, production director, or program manager in an ETV station. Will go anywhere but South. $4,500.

NAEB PLACEMENT SERVICE

Any employer interested in one or more of the following applicants can obtain further information by contacting: Mr. R. E. Underwood, Jr., Placement Officer, 14 Gregory Hall, Urbana, Illinois. Also, anyone interested in registering with the Placement Service should contact Mr. Underwood, and the proper forms will be forwarded. You are urged to retain past issues of the Supplement for future reference.

March 1. A married man of 48 with twenty-five years of classroom experience and fourteen years in radio and television wishes a position in educational broadcasting. Licensed teacher, willing to teach part time in connection with station position as either producer-director, news director, writer, program director or administrative post. B.S. Location open. $6500.

March 2. A young, married man, 24, now assistant director at third largest origination point for CBS TV Network desires to enter educational television as production manager or program director. Now working on degree. Location open. Current salary: $125 weekly.

March 3. A single man, 34, with nine years connection with film companies seeks a position with an educational television station. Graduate of School of Radio Technique. Two years college. Location, salary open.

March 4. A married college speech instructor with wide training and experience in writing, producing and presenting educational television programs desires a permanent position with an educational television station. Age 27. Graduate television training at Goth Michigan and Northwestern, plus one year's writing-production experience with University telecourses. MA, working on PhD. Prefers East. $4800.

March 5. A recent PhD currently teaching and producing in radio and television at a major university is looking for professional advancement. His experience includes four years in commercial radio from announcer to program director and ten years part-time commercial and educational broadcast work. Well grounded news and public affairs background plus interest in communications research. Eight years teaching experience in speech, radio-television and journalism. Age 33. Married, one child. Location open. $6000.

March 6. A single woman of 44, recent television school graduate, desires educational broadcasting position as writer or assistant program director. Bachelor of Music; MA, Education; some work done on PhD. Six years teaching experience. Prefers Midwest location. Salary open.

March 7. A television copywriter/producer with five years of New York advertising agency experience would like to put his knowledge to work in either writing, production or programming. Now doing teaching and consultant work at university. Some educational radio and folklore background. Male, 37, single. BS; candidate for MA in Communications. Location open. $6000.

March 8. A producer-director-writer-announcer-executive would like to secure a position with some educational broadcaster, radio or television. Twenty-five years of local, regional and network experience in radio; seven years in television. Male, 47. Location and salary open.

March 9. A professionally trained, married man of 24 desires a position in either programming or production. New York University Radio Department graduate. Seeks a start with an educational broadcaster. Location and salary open, as main interest is in permanency and opportunity.

March 10. A family man, age 32, with three years as television producer, director and film director wishes to be considered for position as either program director, production manager or similar executive position. Has served as director of educational television series. BFA; theatre background. Will relocate. $6000.

March 11. A single woman, age 42, wants the opportunity to enter educational radio or television as a trainee. Limited radio experience. BA, Sociology; MA, Education. Experience in elementary, secondary and adult education. Licensed teacher. Six years of foreign service in social service and education. Location, salary open.

March 12. A producer-director with four and one-half years experience in educational FM and television station seeks work in radio or television production, direction or management. Bachelor of Music; professional musician with numerous compositions commissioned and performed by reputable organizations. Training in Fine Arts, Writing and Photography. Speaks three languages fluently. Produced and directed live concerts, musical fine arts, current events and children's programs. Single. Age 33. Prefers East. $5200.

March 13. A young (21) female college graduate is seeking a position on the production staff of an educational radio or television station. BS, Communication Arts. Willing to work hard to see efforts rewarded by successful programs. Available June, 1956. Prefers New York area. $2600.

March 14. Young man (26), married is looking for a position with an educational broadcasting operation. Hard worker. Fully indoctrinated in radio, television and film production by a network in conjunction with Columbia University. BFA. Available June 1, 1956. Prefers Southern and Mid Atlantic states. $3600 minimum.

March 15. A versatile young woman desires a position with the Art Department of an educational television studio. BA in Advertising Design plus one year's experience with an educational television operation in Alabama. Also, she has had television production experience. An accomplished singer and dancer, she has appeared in over-seas USO shows. Additional experience includes acting as a hostess on a weekly television series. Prefers New York City, South or West. $3600.

NAEB YEARLY PLACEMENT SUPPLEMENT

The following are descriptions of all persons now registered with the NAEB Placement Service. Further information concerning them may be obtained by writing Mrs. Judith Stevens, Placement Officer, 14 Gregory Hall, Urbana, Illinois. Also, anyone interested in registering with us should contact Mrs. Stevens.

January 1 - Producer-director, 2 years experience in ETV, writing, production, coordination. 6 years teacher at high school and college-level. Single woman, 33, B.S. in Ed. Location open. $85/wk.

January 2 - Male, married, 32, B.A., with 4 years TV experience with major network and solid film background, desires position as program director or producer-director. Has extensive managerial experience (supervised Japan's first TV network). Location open. $6000.

January 3 - Motion picture and TV production technician. Good film editor and administrator. 6 years experience in educational motion pictures as production chief. Male, 31, married, B.A. Location open. $6500.

January 4 - Young man, married, 30, PhD., with 5 years college-level teaching in Radio-TV, administration experience, broad background in radio and some TV production experience. Wants an ETV administration-teaching position. Prefers location in West. $5600.

January 5 - Male, single, 27, desires position as program or production assistant. 300 hours technical instruction in use and maintenance of studio equipment; university courses in programming and production. Practical experience in municipal educational station. Location, salary, open.

January 6 - Experienced announcer, also has written, produced-directed now in commercial recording, wishes position in ETV as production manager or announcer. Location open. $80/wk.

January 7 - Creative director-producer with 18 years experience in all types of commercial radio-TV shows, wants switch to educational broadcasting. Widow, 52, B.A., prefers near New York City or San Francisco. $7500.

January 8 - Woman, single, 40, B.A., wants producer-director-writer position college radio station where she could continue work in music. Has 4 years experience in field. Location open. $2500.

January 9 - Script editor and producer in educational radio station wants switch to educational station that has close operational connection with a school or college. Male, 41, married, M.A. Location, salary, open.

January 10 - Man with B.S. in speech and radio, M.S. in administration and supervision. 7 years educational and commercial experience in radio-TV, audio-visual instruction and movie production. Licensed teacher and supervisor in New York State. Now employed in motion picture production and distribution. Married, 37, location open. $7000.

January 11 - Male, 41, married, M.A. 4 years producer of in-school TV programs wants responsible ETV management position. Location open. $8000.

January 12 - Radio-TV executive, male, 39, single, M.A., complete knowledge programming and production. 17 years in commercial, propaganda and educational broadcasting, 8 years in New York. Wants producer-director position in ETV on a campus. Will teach. Location open. $7000.

January 13 - Teacher with 25 years classroom experience, 14 years in radio-TV, wants writer-director, news director, program director position in educational broadcasting. Will teach. Male, 49, B.S., married. Prefers Eastern location. $6500.

January 14 - Male, 31, married, M.A., with experience in commercial writing and teaching. Wants educational broadcasting in New York as a writer. $6000.

January 15 - Male, 36, EdD., married, producer in ETV station wants administrative position in same field. Location open. $7500.

January 16 - Young man with some experience in commercial radio production and is familiar with production aspects of TV wants position as ETV production assistant. Married, 26, B.F.A. Location open. $55/wk.

January 17 - TV producer, 7 years in commercial TV and producer of multi-national network shows, live and film, also U.S. and European radio background, wants producer-director position in ETV. Male, 32, married, B.A. Location open but prefers with a university. $7000.

January 18 - Radio-TV director in ETV at a small college desires program director or producer-director position in ETV. Male, married, 39, M.A. Location open. $3800.

January 19 - Former program director with large educational radio station wants management or program director position in ETV. 5 years experience programming for commercial stations, as well. Presently with the U.S. Information Agency in Pakistan, but position terminates end of this month. Male, 34, married, B.A. Location open. $7500.

January 20 - University director of radio-TV, experienced teacher-producer wants a position in educational broadcasting as program director, or producer. Wants to teach. 4 years professional theater and radio work, 5 years teaching and producing. Male, 41, PhD., married. Location, salary, open.

January 21 - Production assistant and writer in commercial TV with 12 years experience in radio wants same type position in educational broadcasting. Woman, 33, A.B., single. Location open. $75/wk.

January 22 - Young man, 27, single, with commercial and educational experience in radio-TV and movies desires change to express himself in ETV. Now commercially employed as film manager and producer. Location, salary, open.

January 23 - Young woman, 23, M.S. in Communications with 1 year directing and producing experience at educational station, wants position as program assistant, assistant director or producer in ETV. B.S. in Home Ec. Location open. $3500.

January 24 - PhD., male, 51, married, director of education and research last 10 years for leading midwest station. Also taught 15 years various university music courses. Wants position in ETV in administration, research or programming. Location, salary, open.

January 25 - Production manager of large midwest educational station - AM & FM operation, college teaching experience, radio workship supervision. Interested in management of smaller educational radio station with good facilities. Male, 32, M.S., married. Location open. $5500.

January 26 - Producer-coordinator, area chairman in radio-TV, 15 years commercial experience, 6 years college-level teaching, 3 years director of ETV workshop, much experience producing ETV programs. Male, 43, PhD., married. Looking for a challenge. Location open. $6000.

January 27 - Producer, director, writer, has packaged and produced over 200 educational and public service TV programs, organized workship for large university, teaches college-level. Wants administrative, producer or program director position. Male, M.F.A., 35, single. Location open. $6200.

January 28 - Associate director presently employed at third largest origination point for CBS-TV, desires switch to ETV as program director or production manager. Male, married, 25, B.A. Location open. $125/wk.

January 29 - Recent TV workshop graduate with B.S. in business administration, wishes position in ETV as production assistant. Male, 25, single. Location open. $70/wk.

January 30 - TV electronics engineer, instructor and technical writer, over 13 years experience in electronics. Project engineer on 3 network stations. Substantial experience teaching radio-TV. Male, 47, married, B.S. Wants in metropolitan area of New York. $110/wk.

January 31 - Young woman college graduate in Communications seeks a position on the production staff of an educational broadcasting station. 23, B.S., single. Location open. $2600.

January 32 - Male, single, 37, M.S. (Syracuse) with 10 years experience as a professional entertainer and on the air experience as a producer-director of educational programs, wants position as producer-director with educational station. Location open. $5000.

January 33 - Male, married, 29, M.A. in Education, wants start in educational broadcasting as production assistant. Desires Northeast location. Salary open.

January 34 - Education graduate with some radio experience as an announcer wants position as announcer or production assistant in ETV. Male, 27, A.B., married. Location open. $4500.

January 35 - Executive producer of special films for a branch of U.S. Army, 17 years experience writing, directing and producing films, expert at pre-production planning. Wants position as film director or producer-director in ETV. Male, married, 42. Location open but prefers New York state. $10,000.

January 36 - Male, 49, single, producer-director on major networks at present employed as instructor in radio-TV school, desires position in ETV as producer-director, writer, administrator. Location, salary, open.

January 37 - Male, 49, single, M.A. in sociology, desires position in ETV as assistant producer or researcher. Has worked as research and producer on part of a 30-minute show on an ETV station. Location open. $3600.

January 38 - Former head of TV research and planning at major university, desires position in educational programming. 10 years professional experience in writing, directing, producing motion pictures, TV and radio - both coasts and overseas. Male, 29, B.A., single. Location open. $500/mth.

January 39 - Retired Army officer engaged as research assistant with national foundation for educational administration, interested in administrative position with ETV. Qualified teacher and has broadcasting experience in Armed Forces, foreign and commercial radio. Male, 55, M.S., married. Location, salary, open.

January 40 - Writer, 27, M.A., married, seeking radio-TV position. He has worked with BBC for 2 years, has contributed to U.S. and British periodicals, has good news background. Location open. $4500.

January 41 - Woman, 52, married, M.A., with teaching background and several TV workshop certificates desires position as writer or program assistant in ETV. Desires locate in New York City and vicinity. Salary open.

January 42 - Male, 26, married, B.A., desires position as music director in educational broadcasting. Has worked on both commercial and educational radio. Announces, as well as acting music director. Location open. $4500.

January 43 - Teacher (8 years) who has been writer-director for educational and commercial film company, wants producer-coordinator position in ETV. Has supervised live TV show for national organization. Male, 45, M.A., married. Prefers locate in West or Midwest. $6500.

January 44 - Announcer on commercial radio-TV for 15 years desires switch to educational broadcasting. Also taught for 8 years and written free-lance. Male, 37, A.B., married. Location open. $5000.

January 45 - Commercial TV program director wishes return to ETV. 2 years ETV producer-director; 2 1/2 years commercial TV program director. Wrote, produced and directed national award-winning series. Production experience includes film - silent and SOF - kinescope, and live. Seeking responsible ETV position utilizing background. Male, single, 33, M.S. Location open. $7500.

January 46 - Young TV director would like permanent position as staff TV director. Experience includes the birth pangs of 2 television operations, art supervision, and day-by-day TV production and direction. Male, single, 30, M.A. Location open. $4600.

January 47 - Man with some early ETV experience as writer-producer, and some experience as commercial film story editor, teacher, radio-TV actor, is interested in a combination radio-TV-film production and training position, or teaching in mass media. Licensed teacher. Male, married, 39, PhD. Location open. $4800.

January 48 - Producer-director with 3 years commercial TV experience is looking for opportunity to grow with ETV. Business experience; accomplished musician, designer. Male, married, 34, M.A. Location open. $6000.

January 49 - Young man just out of college wishes to work in either educational radio or TV as announcer, production assistant, etc. Single, 23, A.B. Willing to work anywhere at not less than $60/wk.

January 50 - Veteran commercial radio broadcaster desires to pass on his knowledge to younger people preparing to enter the field. Currently employed by 5000 watt station as news and program director. Background includes management of small station. No actual work in TV but not a stranger to it. Male, 36, B.Ed., married. Location open. $5200.

January 51 - Woman, 49, single, B.A., with 10 years experience in radio, 8 in commercial and 2 in educational - is looking for a permanent place with writing and production staff of radio-TV operation with university or college. Experienced in writing, editing, daily broadcasts, public service shows, etc. Location open. $300/mth.

January 52 - Commercial TV operations manager and program director, thoroughly experienced in all phases TV operation, is seeking responsible position with progressive ETV outlet. Male, 31, married, M.A. Location open. $7500.

January 53 - Male, single, 38, M.A., 2 years radio experience and 4 years teacher, desires position in ETV, direction or programming. Interested in joining a new and growing station or school system for development of programs. Licensed teacher. Location open. $4500.

January 54 - Male, 28, single, M.S., presently chief of operations of commercial VHF station, is seeking a responsible position in ETV. Background includes teaching and educational radio-TV. Interested in use of TV in schools. Location open. $7000.

January 55 - Male, married, 27, PhD due in 1958, seeks a position in programming and/or production in educational broadcasting. Recently back from Berlin on a Fulbright. Work on dissertation (musicology) presently in progress; all residence requirements completed. Over 4 years experience in commercial broadcasting. Interested in news, politics and general cultural broadcasting as well as music. Location open. $5000.

January 56 - Radio program and 16mm motion picture producer seeks opportunity to put 12 years experience to work for educational broadcasting. Background comprises all phases of radio announcing and program production, managership of educational FM station, instruction of students, and production of sound-color campus motion pictures. Male, single, 35, A.B. Location open. $5200.

January 57 - Young experienced TV production man and film maker wants a teaching fellowship and/or part-time appointment in production at ETV station connected with university offering M.A. in broadcasting. 22, B.A., single. Location east of Mississippi and north of Mason-Dixon line. $150/mth plus tuition , or $200-250/mth.

January 58 - 1956 college honor graduate, majored in Radio-TV, broad education, yet trained in aspects of radio-TV production. Radio announcer senior year. Leans toward news presentation and public relations. Male, single, 22, B.S. Location open. $75/wk.

January 59 - Experienced writer, children's director, 5 1/2 years at 5 kw radio station. First award, IERT, 1956 (Regional Net and Clear Channel competition) Experienced all phases radio production. Male, married, 31, B.S. Prefers locate in West Coast or Arizona. $6000.

January 60 - Cameraman, floorman, technician. Three years experience in the commercial and educational field. All studio operations. Will relocate. Male, married, 29. Location open. $80-90/wk.

January 61 - Young man wishes position in ETV as writer, announcer or production assistant. Especially interested in drama on TV. Has worked in both radio and TV. Received experience in educational broadcasting in radio. Single, 25, A.B. Location open. $70/wk.

January 62 - Young man with M.A. (Syracuse), desires a position as programming assistant, production assistant; assistant director. Wants a University-owned station. Can teach in conjunction with duties. Married, 24, Prefers Chicago area, does not want to go South. $4500.

January 63 - Pioneer in Radio-TV Educational station operation field desires change to college field. Has teaching and administrative credentials, first class radio-telephone operators license, college teaching experience, years of radio-TV technical operation, installation experience and the know-how to set up and run a large department. Wants Chief Engineer or technical director's position. Male, 50, married, M.A. Location open. $7500.

January 64 - Recent graduate of TV school with a background in education, newspaper and technical writing experience, desires radio-TV position as continuity writer, news writing or production. Male, single, 43, A.B. Location open. $300-400/month.

January 65 - Executive director, writer, producer - executive head of state ETV agency now available due to Governor's veto of operating funds. Three years TV production-direction; 7 years radio production-direction; film qualifications; 8 years teaching radio, 2 teaching TV; Director Radio-TV for state college 7 years, building program from 1 a week to 900 in a typical year, with full responsibility for all broadcast activities. Family man with ample reasons to keep nose to grindstone. Male, married, 38, M.A. (with Ph.D. pending). Prefer western location but will go anywhere. $7000.

January 66 - Employed director-switcher desires opportunity to join educational organization. Three years commercial experience in programming and production, also commercial radio background. Male, single, 36, B.S. (completing M.A.) Location open. $75/wk.

January 67 - Assistant program director and production manager of 3-station TV working on M.S. in speech desires position in ETV in programming or production. Knows phases of live local programming. Male, married, 27, B.S. Will go anywhere except the deep South. $450/month.

January 68 - Young woman, 23, B.A., desires position in ETV. Much experience acting, directing, stage managing, designing and scenery gained in college and summer theater. Wishes position as assistant director, production assistant or designer. Single. Location open. $75/wk.

January 69 - Ph.D. in audio-visual education, writer-producer of early ETV series, commercial film story editor, also experienced in film-TV crew, teaching and acting, desires position in any combination of writing-producing, teaching or related film work. Male, married, 37. Location open. $4800.

January 70 - Station manager of large ETV station desires position as producer-director or in administration. An idea man thoroughly experienced in radio-TV, 8 years teaching experience, award-winning specialist in low budget production. Male, married, 38, M.S. Location open. $7500.

January 71 - Science and math high school teacher desires ETV position. Has completed classwork at Stanford on Ed.D. with emphasis on science education through TV. Can write, has worked on floor of commercial stations and produced educational shows. Male, 37, married, M.E. Location open. $5000.

January 72 - Experienced manager, now assistant director at college ETV station, desires more challenging position. Wishes college-level teaching, manager or assistant director of ETV station. Male, 37, married, Ph.D. Location open. $6000.

January 73 - TV producer-director with 2 1/2 years experience in ETV, desires new position. Has had experience in children's programs, modern dance, panel, quiz, news and other informational programs - with and without scripts. Creative, yet attentive to details. Prefers to find position in the South, but will go anywhere. Male, married, 32, B.S. $5500-6500.

January 74 - Male, 31, married, B.S., is now production manager at Midwest ETV station, desires move to new location so he can finish his M.A. in English. Can be producer-director as well as production manager. Will teach. Has 3 1/2 years commercial TV training, 7 years in radio. Locate on either coast or Great Lakes area. $6000.

January 75 - Producer-director at commercial TV station desires switch to ETV. Much technical experience - permanently responsible for 5 regular shows. Male, 29, married. Schooled in Germany and U.S. Location open. $4500-5000.

January 76 - Recent studio supervisor for U.S. Army in Tokyo, Japan, desires news director (on-camera work), producer-director or program manager position in educational radio-TV. Has been with Radio Free Europe as producer, Radio Free Asia as assistant program director. Six years experience in educational communications. Male, 33, single, M.S. Prefers New England or Modwest location. $5-6000.

January 77 - Young man, 29, single, seeks writer-producer position with public service department of educational radio or TV. Experienced as writer, director and producer in commercial and ETV. Some film writing and production experience. B.A., M.A. and all course work for Ph.D. Have taught radio-TV and Speech on college level and have secondary school certificate. Prefer Northeast location. $6000.

January 78 - Young man, 28, M.S. in Education, wishes position in educational broadcasting in programming or production. Is now announcer for commercial TV station. Has taught college-level and would like to teach in connection with any position. Three years TV experience, 2 years in radio. Single. Location open. $4500.

January 79 - Producer-writer with 3 years experience on commercial networks desires switch to ETV. Worked on commercial production for "Stop the Music," etc.; program assistant on "Double or Nothing," among other activities. Male, 25, B.A. (Syracuse), single. Location open. $7500.

January 80 - Experienced cameraman desires position on production staff of educational station. Five years stage managing and directing in theater. Studio cameraman with commercial channel in New York last summer. Male, B.A., 36, married. Go anywhere but deep South. $65/wk.

January 81 - Director with commercial station desires ETV position as producer-director. Interested in teaching. Male, 23, M.S. (Syracuse), married. Location open. $85/wk.

January 82 - Male, 44, married, M.A., desires position as producer, station manager, program director, or writer in ETV station. Now teaching TV writing in university. Has been writer-producer-announcer in ETV. Seventeen years broadcasting experience. Location open. $7200.

January 83 - Man with over 5 years TV experience as lighting director in a New York network station seeks position as production manager, program director, producer-director in ETV. 31, B.A and M.F.A., married. Location open. $8000.

January 84 - Male, 23, B.S., married, at present supervisor of radio-TV production for a small college, desires position as news director, production manager or special-events producer in educational broadcasting. Can also shoot, edit, and plan films, has experience with news, programming and writing. Desires locate in the East. $500/month.

January 85 - Program manager for commercial TV station with 7 years experience as producer-director and administrator as well as program manager, wants to be station manager of an ETV station. Male, 32, A.B., married. Location open. $9,500.

January 86 - Male, 30, married, presently employed as maintenance supervisor at an ETV station, has also worked as an audio engineer and trained many student engineers. Wants a position as audio or video engineer, can work on kinescopes and operations. Location, salary, open.

January 87 - Recent radio-TV graduate, now production assistant in an ETV station wants similar position in another station, as a cutback in operations threatens job security. Can direct and announce. Male, 22, B.A., married. Location open. $350/month.

January 88 - Male, 26, married, to receive M.S. in radio-TV in February, wishes a position leading to producer-director, production director, or program manager in an ETV station. Will go anywhere. $4500.

January 89 - Producer-director in commercial TV desires similar position in educational broadcasting. Has 6 years experience in radio; 6 in TV. Is also a writer whose scripts won 2 national awards and a teacher. Male, 32, married, M.A. Desires locate in the East. Salary open.

January 90 - Experienced writer-producer, commentator, has his own network programs, seeks educational broadcasting post in the West or New England. Widely published writer on musical subjects. Male, 28, married, Ph.D. Salary open.

January 91 - Male, 34, married, M.A. has done work as writer, producer, film director and editor, and assistant director wants a similar position in ETV. Has 9 years experience in films and commercial TV. Location open. $65/wk.

January 92 - Male, 30, single, stage manager for New York theatrical company, wants to produce-direct for ETV. Has 350 hours producing-directing TV programs. Desires South or West. $50/wk.

January 93 - Teacher of production-direction in eastern college wants position as producer in ETV. Has been producer-director for educational -commercial station. Wants position with responsibility for planning and executing new ideas. Male, 40, married, Ph.D. Prefers locate in East. $5000.

January 94 - Male, 35, married, Ph.D., now employed as top executive in commercial TV station, wants administrative-production spot in ETV. Has 11 years experience as writer-producer, announcer, production manager, etc. Has taught college level. Location open. $7000.

January 95 - Creative designer desires position as art director in ETV. Ten years professional experience includes: writing, design, direction of films for UPA (animated and live), management of own advertising art business that handled national accounts. Male, 32, single. Location open. $10,000.

January 96 - Male, 30, M.A., single, desires music director position in educational broadcasting. Has been producer-director for ETV station, music supervisor with commercial TV. Can, and has taught. Location preferred on either coast. $5500.

January 97 - Experienced writer-producer now supervising productions of students on radio for a university, wants to write-produce for ETV. Likes to teach, especially over TV. Male, 29, M.A., married. Prefers New England, Florida, and/or California. $4800.

January 98 - Producer-director of educational films dissatisfied with present position as manager of 16mm distribution set up, seeks ETV station offering better use of capabilities. Male, 30, married. Location open. $6500.

January 99 - Woman, single, 30, B.A., now working as assistant to director at an ETV station wants to better herself in the same field. Has worked as director-switcher, production, administrative-managerial, publicity, etc. Location open. $3900.

January 100 - Director of Public Service and educational programs for Midwest commercial TV station seeks position as program director for ETV station. Former college instructor with over 10 years experience. Male, 42, single, Ed.D. Location open. $7500,

January 101 - Recent Ph.D. currently teaching and producing in radio-TV at Big 10 university, is looking for advancement in the field. Four years commercial radio and educational broadcasting experience. Former administrative director of broadcasting at a major midwest university. Eight years teaching college level. Male, 34, married. Location open. $6500.

January 102 - Producer and talent of well-known science TV program, 12 years teaching science, desires position with ETV station where he can further use his creative ability. Male, 35, M.S., single. Location, salary open.

January 103 - Male, 26, married, B.A., recently graduated, desires position as production assistant in educational broadcasting. Has some school experience in radio-TV and worked as an actor 3 years on the professional stage. Location open. $4000.

January 104 - Male, 37, B.A., married, experienced in commercial and ETV desires position as staff artist, production assistant, etc. Location open. $85/wk.

January 105 - Male, 35, married, M.A., with 8 years in commercial and ETV, now employed as program director for commercial station. Wants similar position in educational broadcasting. Some teaching experience. Location, salary open.

January 106 - Pioneer in educational broadcasting, now head of radio operations for large university, wants administrative position at educational station. Has long record of curriculum building and school station building, as well as practical production experience. Male, 49, married, Ph.D. Location open. $7500.

January 107 - Recent radio-TV graduate who has taught a radio workshop, wants position in educational broadcasting in news, special events, or production assistant. Male, 23, single, B.S. Location, salary open.

January 108 - Male, 41, married, B.A., now employed as film expediter in commercial TV, wants switch to ETV. Has been production manager, floor manager and director. Location, salary open.

January 109 - Producer-director in TV and radio with network experience and broad professional theater background, wants to produce-direct in educational broadcasting. Has been production manager and staff TV director. Male, single, 49, M.A. Location, salary open.

January 101 - Recent Ph.D. currently teaching and producing in radio-TV at Big 10 university, is looking for advancement in the field. Four years commercial radio and educational broadcasting experience. Former administrative director of broadcasting at a major midwest university. Eight years teaching college level. Male, 34, married. Location open. $6500.

January 102 - Producer and talent of well-known science TV program, 12 years teaching science, desires position with ETV station where he can further use his creative ability. Male, 35, M.S., single. Location, salary open.

January 103 - Male, 26, married, B.A., recently graduated, desires position as production assistant in educational broadcasting. Has some school experience in radio-TV and worked as an actor 3 years on the professional stage. Location open. $4000.

January 104 - Male, 37, B.A., married, experienced in commercial and ETV desires position as staff artist, production assistant, etc. Location open. $85/wk.

January 105 - Male, 35, married, M.A., with 8 years in commercial and ETV, now employed as program director for commercial station. Wants similar position in educational broadcasting. Some teaching experience. Location, salary open.

January 106 - Pioneer in educational broadcasting, now head of radio operations for large university, wants administrative position at educational station. Has long record of curriculum building and school station building, as well as practical production experience. Male, 49, married, Ph.D. Location open. $7500.

January 107 - Recent radio-TV graduate who has taught a radio workshop, wants position in educational broadcasting in news, special events, or production assistant. Male, 23, single, B.S. Location, salary open.

January 108 - Male, 41, married, B.A., now employed as film expediter in commercial TV, wants switch to ETV. Has been production manager, floor manager and director. Location, salary open.

January 109 - Producer-director in TV and radio with network experience and broad professional theater background, wants to produce-direct in educational broadcasting. Has been production manager and staff TV director. Male, single, 49, M.A. Location, salary open.

January 110 - Film director and floor manager for commercial TV station desires switch to ETV. Also has been chief cameraman and continuity writer. Male, 30, single. Location open. $55/wk.

January 111 - Experienced film technician, many years of office experience in several fields including motion pictures, managerial and supervisory capacities. Male, 40, married. Desires location in Southern California. $100/wk.

January 112 - Male, 45, married, with 20 successful years in commercial radio-TV, now employed as program director, wants to switch to an ETV station near a college or university where he can finish his academic degree. Prefers locate in East or Midwest. $6500.

January 113 - Male, 48, single, Ph.D., desires position as program director or continuity writer with ETV. Has had advanced degrees in radio-TV, some practical experience. Location open. $5000.

January 114 - Creative writer for network TV wants switch to ETV. Has written freelance for "Cavalcade of America," "Theatre of the Mind" and many documentaries. Male, 48, married, B.A. Prefers locate on either coast. $10,000.

January 115 - Assistant producer-director for 3 years in major ETV UHF station desires advancement. Has theater, radio background. Woman, 27, B.A. (working on M.A.) single. Prefers West or Midwest location. $350/month.

January 116 - Director of women's programs for radio and TV wants switch to ETV. Has also been copywriter, talent, and producer. Woman, 37, separated. Prefers locate in New England. $100/wk.

January 117 - Male, 31, single, B.F.A., stage director, co-writer and producer of special events shows; has been art director at leading ETV station, wants producer-director position in ETV with opportunity to double as art director. $6500.

January 118 - Male, 25, B.S., married, with much past experience as radio announcer, desires position in educational radio. Prefers Midwest location. $4000.

January 119 - Woman commentator, 51, producer, actress, writer, with considerable standing in commercial radio-TV, wants educational broadcasting position. Will forfeit financially to do so. Location open. $7000.

January 120 - Radio-TV director, after 10 years with commercial broadcasting, seeking position as college teacher with ETV hook-up or theatre group. Has personally produced over 1000 live TV programs and over 100 film commercials. Male, 29, single, B.S. Location open. $10,000.

January 121 - Artist, has worked for ETV station and has production experience; wants permanent ETV position. Young lady, 24, B.F.A., single. Location open. $65/wk.

January 122 - Male, 29, married, M.A. and working on Ph.D., has been teaching radio-TV at university level last 3 years, been familiar with radio since 1939, with TV since 1951. Wants teaching position or combination teaching and program planning. Location open. $5000.

January 123 - Program director, continuity writer and women's commentator for commercial radio station wants similar position in educational radio. Woman, single, 39, M.A. Location, salary open.

January 124 - Male, 35, married, Ph.D., 6 years college teaching including radio-TV courses, 4 years high school teaching and commercial radio experience, desires position in educational broadcasting in programming or administration. Prefers locate in northern Midwest. $5000.

January 125 - Producer-writer, announcer, director of more than 1000 educational broadcasting programs seeks affiliation with educational station in similar capacity. Also interested in public service programs. Male, 39, single. Location open. $400/month.

January 126 - Artist, a director of animated color cartoons for UPA, paintings have been exhibited nationally, 2 years teacher of art at large university, also talented in writing, music, color and layout for TV. Desires position as ETV art director. Location open. Male, 31, married, M.A. $7000.

January 127 - Young man, 26, single, B.S. in Journalism with minor in broadcasting, desires educational broadcasting position. Location open. $325/month.

January 128 - TV producer for armed forces whose past experience includes being film editor for network TV station, wants position in ETV where there are opportunities for graduate work. Male, 32, married, B.S. Location open. $5000.

January 129 - University director of radio-TV, has supervised growth of a campus TV studio, wishes ETV position with more extensive facilities. All phases of broadcasting experience; 16 years writer, director, producer, news and management. Teacher, author of audio-visual texts, holds 3rd class FCC license. Male, married, 45, Ph.D. Location open. $7000.

January 130 - Male, 39, single, B.S., presently employed as university instructor and does radio-TV consultant work on the side; past experience includes writer-producer for network stations. Would like to put knowledge to work actively in educational broadcasting in writing, production or programming. Location open. $6500.

January 131 - Experienced manager and production director in both commercial and ETV desires administrative position in ETV. Twenty years experience in the field. Undergraduate degree in electronics. Has taught all phases of radio-TV production and management. Male, 44, single, Ed.D. Prefers metropolitan area. $7000.

January 132 - Teacher, 10 years, with some radio experience desires position in ETV. Has completed a TV workshop and had some graduate courses in the field. Male, 39, married, M.A. Wants South or Southwest. Salary open.

January 133 - Male, 28, married, working toward B.A., desires position in ETV. Has 10 years experience as TV actor and assistant in film company. Also has worked as floor manager. Desires position around metropolitan area. $75/wk.

January 134 - News director for commercial radio station seeks similar position in educational radio. Is also special events director. Male, 39, married, M.A. Location, salary open.

January 135 - Male, 27, married, M.A., with 7 years broadcasting experience as news announcer, producer-director and production manager in radio-TV desires a production-direction place in ETV. Prefers locate near university where he can continue with Ph.D. work. $390/mth.

January 136 - Male, married, 46, M.A. and working on Ph.D., at present assistant producer for 10 hours a week on ETV station. Desires position leading to ETV producer-director. Location, salary open.

January 137 - Production manager with commercial TV, 6 years experience, wants production manager, director or program director position in ETV. Male, 27, married, Location open. $400/month.

January 138 - Woman's director and public affairs director of commercial AM-TV station wants position in ETV. Has 5 years experience; received award for "distinguished public service through TV." Woman, 33, single, M.A. Desires Midwest or East location. Salary open.

January 139 - Music director with 8 years experience in commercial radio desires position in educational broadcasting. Has taught and lectured extensively and would like to teach. Male, 44, Ph.D. pending. Location open. $4500.

January 140 - Male, 30, M.A., single, with experience in commercial FM "good music" station as announcer, music commentator and program department. Can also write and will teach. Location open. $4000.

January 141 - Public relations man with 3 years experience in the field wants to help build the status of ETV. Will travel. Male, 30, single, B.A. Location open. $3000.

January 142 - Male, Ph.D., married, 26, desires position in ETV. Has some TV experience, and much stage experience. Location open. $90/wk.

January 143 - Producer-director in commercial TV desires return to ETV. Misses atmosphere of university community. Has 2 1/2 years radio experience as announcer. Will teach. Male, M.S., married, 27. Location open. $5500.

January 144 - TV technical supervisor for New York network with chief engineer's qualifications and major network experience desires permanent position with ETV. Male, 51, married. Location open. $8000.

January 145 - Male, 39, married, M.A., wishes position in ETV. Was assistant producer of "The Living Blackboard" and has written ETV articles. Is now teaching and would teach in connection with his position. Location open. $4000.

January 146 - Chief engineer for radio-TV, thoroughly experienced in practical and theoretical operations. Wishes permanent position. Male, married, 50. Location open. $12,000.

January 147 - Producer-director position desired by technical director of large commercial TV station. Has been TV cameraman with New York network station, trained in documentary and educational films. Male, 35, married, B.S. Location, salary open.

January 148 - Male, 31, married, B.S., with experience as news analyst, writer, producer and director in radio-TV, wants position in educational broadcasting. Location open. $12,000.

January 149 - Woman, 31, single, B.S., with 11 years experience in broadcasting, newspaper work and publicity, desires position in ETV as public relations, program research or news. Location open. $5000.

January 150 - Young woman, 26, single, M.A., trained in research and writing and experienced in writing and radio broadcasting wants position in educational broadcasting. Prefers locate in Chicago. $3600.

January 151 - Producer-director-writer with 26 years experience in commercial broadcasting wants similar position in educational broadcasting. Was producing-directing practical experimental programs as early as 1936. Male, 48, single. Location open but prefers a place where the fishing is good. $120/wk.

January 152 - Male, married, 34, B.A., with much experience as TV producer-director and film director. Directed first ETV series in U.S. capitol. Wants ETV position as program manager or production manager. Location open. $6000.

January 153 - Executive and educator interested in planning and producing ETV programs featuring public affairs and current events. Male, 44, married, Ph.D. Location open. $10,000.

January 154 - Writer, male, 25, single, B.A. in Motion Pictures and English desires position in educational broadcasting. Wrote scripts for UN radio in Tokyo. Wants locate in New York area. Salary open.

January 155 - Producer-director at ETV station wishes same position or station manager job with ETV station located at a college or university. Has taught radio-TV college level 4 years, 3 years professional experience, and program director for educational radio station. Male, 32, married, Ph.D. Prefers California or north-central area. $10,000.

January 156 - Cameraman, 6 years experience related to 16-35mm cinematography, recording, editing, processing, member SMPTE, wishes ETV position. Male, 28, single. Location, salary open.

January 157 - Woman, 34, single, M.A., experienced in radio-TV writing and has taught many years, wants writer-director position in ETV. Location, salary open.

January 158 - Program director and production manager for ETV station seeks similar position with beginning ETV organization. Ten years broadcasting experience. Has and would like to teach. Male, 30, married, working on M.A. Location open. $6500.

January 159 - Young woman, 27, single, M.A. in radio-TV, is interested in TV program development and production. Presently employed as producer-director, public relations and continuity for ETV station. Location open. $5400.

January 160 - Male, 43, single, M.A., with 7 years teaching and has produce-directed over 76 ETV programs over a commercial station, wants producer-director position in ETV station. Prefers Western location. Salary open.

January 161 - Producer-director with 4 1/2 years in ETV and radio station, also professional musician, has done and wants to produce cultural programs (art, music, children's) for educational broadcasting station. Male, 35, single, B. of Music. Location open. $5200.

January 162 - Male, 30, married, B.S., with 3 years experience in commercial TV as producer-director, interested in produce-directing for ETV. Heavy experience in music, drama and religious programs. Would like to locate near Chicago. $450/month.

January 163 - Male, 29, single, M.S., with theater, education and TV background desires position in ETV. Has produced and directed several hour-long TV dramatic shows. Location, salary open.

January 164 - Executive in major governmental research program at a university wants executive post in educational broadcasting. Six years audio-visual research and supervision, major publications, professional and technical experience. Male, 39, Ph.D. in Communications, married. Desires locate in the West. $10,000.

January 165 - Experienced producer-director seeks larger opportunity with institution planning or operating an educational broadcasting station that may expand. Has done educational public relations, commercial newspaper and radio over 12 years. Male, 32, married, B.S. Prefers Southwest, West or Florida. $4200.

January 166 - Male, single, 39, M.A. in Theater, 2 years radio experience, 4 years teaching, wants ETV position directing or programming. Will teach. Location open. $4500.

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquiries concerning applicants should be addressed to Mr. Underwood.

The following descriptions of personnel registered with us are taken directly from the Placement Service Forms.

August 1. AMBITIOUS, RESOURCEFUL, RELIABLE young woman wishes a position which will provide an opportunity for work, study, and promotion. Qualifications: active participation in numerous phases and activities of society, school, and church since childhood; five years of college work in the field of music education which includes a bachelor's degree and ten graduate hours; a desire to be of creative service to society.

August 2. Young man, 25, College graduate, married veteran. One year experience in commercial television, three years Workshop experience. Desires a position teaching or a combination of teaching and directing. Excellent references and good potential. Some teaching experience and proven leadership ability. No locational preferences, but desire work-inspiring conditions. Ready to settle down and start family.

August 3. Wanted: Job in a television station. Prefer work in the educational field of TV. Have had radio and teaching experience.

August 4. JACK-OF-ALL-TRADES seeks interesting, challenging position. Now employed Director Radio-TV, major university. Thoroughly experienced in educational as well as commercial mass media including radio, tv, motion pictures and theatre. Eight years teaching experience. Administrator, producer, director, writer, promotion, talent or what have you. Award-winning specialist in low budget production. If you need an idea man who can follow through capably, thoroughly and efficiently, I'd like to try to fill the bill.

August 5. Need someone with these qualifications? BA degree, production experience, Special Services Officer, presently directing. Available immediately.

August 6. EIGHT YEARS EXPERIENCE IN RADIO including jobs as Music Director, Ass't Program Director, Station Manager, planner of live and recorded programs of fine music, continuity writer, and announcer (esp. good at ad-lib interviews). Presently, Music Director, Station KEAR, San Francisco. Had own program on WQXR, New York City and for two years on WILL, Urbana, Illinois. Has also taught courses in music literature and music history at University of Illinois, at M.I.T., Univ. of Connecticut, Hunter College. Has also lectured extensively before adult audiences. Can furnish finest references. Has splendid background in music study, radio experience and college teaching. Wishes to locate job with educational radio and/or TV station (preferably as Program or Music Director) combined, if possible, with teaching duties in college music or radio department. Graduate of Amherst College. 4 years of graduate study at Harvard. Available immediately.

August 7. Desire TV job as Producer-Director. MS, Radio-TV, University of Illinois. 2½ years commercial radio experience (announcer, copy writer, and newsman) plus teaching experience. Will teach broadcast courses; might consider other production jobs.

August 8. TELEVISION TECHNICAL SUPERVISOR/DIRECTOR with Chief Engineers qualifications and major network experience in all phases of operations, desires permanent position with progressive organization.

August 9. Versatile, three years medium market commercial TV as producer-director and film director. Desire same capacity college or independent educational TV operation. Know all phases TV production. Have MS, two years college-level teaching experience. Single, 30, prefer East but consider all offers.

August 10. All around television production man ranging from floor manager to director. Talented and imaginative. Some N. Y. experience. Television Workshop of New York graduate. Other college besides. Young. Northeast or middlewest preferred.

August 11. School Administrator desires position in Radio and TV Educational Broadcasting field. Top-flight executive, guidance counselor and civic promoter with excellent background in Administration, Supervision and Public Relations. Married, good health and willing to relocate.

August 12. Production Manager of large midwestern educational radio station - married - has masters degree - 5 years experience in all phases of Educational radio. Have taught on college instructorship level and can provide excellent references. Would like position managing Educational radio station.

ANOTHER NAEB SERVICE

Educational Broadcasters and persons interested in working either in educational radio or TV now have a central office through which to clear their employment inquiries. The EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE, a free service made possible by a grant from the Fund for Adult Education, was opened by the National Association of Educational Broadcasters May 1, 1954. Don Walker, formerly assistant office supervisor of the University of Illinois Health Service, was named to direct the activities of this newly created department.

During the past month, Walker has been setting up a system for handling job inquiries. He is starting cross-reference files for all job inquiries in such a way that all major job preferences or interests of any one individual will not be overlooked upon the announcement of a new position.

All job inquiries received by NAEB for the past year are being checked, and a file made for each applicant. The PLACEMENT SERVICE hopes to be able to keep all files up to date. However, this will take cooperation from all prospective employers and employees in reporting their negotiations.

The National Citizens Committee for Educational Television and the Joint Committee on Educational Television have also sent NAEB their job applicant files, materials are being sent by the Educational Television and Radio Center, and it is the aim of the EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE to be able to consolidate the placement and personnel classification functions at present handled by a variety of organizations.

Walker said that in the near future, through a confidental survey of all TV and radio station directors, the PLACEMENT SERVICE will be able to give definite outlines on individual job classifications, education and experience required, salary, and specific duties involved.

As outlined in the letter of transmittal for the grant, Martha C. Howard, Assistant to the President of the Fund for Adult Education, stated, "This service by the Association will be made generally known both among its member stations and others; and inquiries from all sources, whether NAEB members or not, concerning personnel, will be given full attention."

According to Walker, job applications should be addressed to him, at 14 Gregory Hall, Urbana, Illinois, and should include a short descriptive letter, plus a data sheet telling of past job experience, education, job preferences in order, location preferred, minimum salary expected, and personal data such as age, birthplace, publications, radio and/or TV programs written or produced. Managers and directors of stations should also direct letters concerning a vacancy on their staff to Walker at the above address.

Walker, a University of Illinois graduate, has also had experience in sales, accounting and office management, as well as operating his own printing business for three years. He is 27 years old, single, and makes his home in Urbana, Illinois.

POSITIONS WANTED

TV Project Discontinues Employees

Full experienced staff from experimental, educational TV station available. Excellent references. TV station forced to close due to failure to receive appropiations following political election. Staff members available are: COORDINATOR OF EXPERIMENTAL TV STATION, former educator, has had producer-director experience; TELEVISION SUPERVISOR, former educator, described as "Outstanding authority in educational television in the United States today."; ENGINEER, schooled in thorough knowledge of DuMont camera equipment, RCA equipment, and can operate and maintain video recorder; SENIOR TELEVISION TECHNICIAN, operator and maintenance of video equipment; SENIOR TELEVISION TECHNICIAN, was former instructor in radio-television school; TELEVISION TECHNICIAN, excellent references, prefers job in California; TELEVISION TECHNICIAN, trained to operate and maintain video recorder; STUDIO SUPERVISOR, former commercial experience, has experience of being in complete charge of all lighting, making and installation of all sets and all properties; PRODUCER-DIRECTOR, has worked with teachers and administrators to obtain program ideas, write television scripts, primary interest in the upper elementary level; PRODUCER-DIRECTOR, experience same as preceding producer-director with work primarily at high school level; PRODUCER-DIRECTOR, has had both radio and commercial television experience. Primary work has been with kindergarten-primary grades; PRODUCER-DIRECTOR, former high school English teacher; PRODUCER-DIRECTOR, has had 21 years of teaching experience in the primary grades. Has had previous experience in commercial radio, written scripts and produced programs over radio stations. Wants to write scripts and serve as television talent. With one exception, everyone mentioned above is under 32 years of age.

L-1 At present actively engaged in commercial television operations. Previous experience includes Operations Coordinator, film and production manager, director of a state college speech department audio-visual laboratory, instructor in radio control room operation and stage lighting. Was recently awarded MA degree in television at Michigan State College. Interested in small college where he could handle radio and television, as well as dramatics, and general speech if necessary.

L-2 Presently engaged in the production of educational films and audio-visual aids with a widely-known organization. Also working on Ph.D. in Education at University of Southern California. In the past he has made studies of and participated in all phases of radio and television, particularly program planning, preparation and presentation. Has had varied associations with the theater, motion pictures, art, advertising, public relations, and allied fields.

M-2 Has had 480 hours TV production training; an exhaustive study of all phases of television program production including: writing, directing, make-up, music, costuming, camera-blocking and technique, film work with special emphasis on precision timing. Also, he has had several years free lance writing for magazines.

M-1 Will receive Ph.D. in Mass Communications in Sept. 1954. Has had past experience as Manager of educational radio station, assistant director of Television workshop, radio actor, radio music supervisor, radio director and producer, radio announcer. Has had considerable university teaching experience. Also has held major positions in educational radio and television organizations. Experienced in research procedures.

S-1 Has splendid background in music study, radio experience, and college teaching. Wishes to locate job with educational radio or television station as Music Director combined, if possible, with teaching duties in college Music Dept. Available immediately. Graduate of Amherst College. Four years of graduate study in music at Harvard. Seven years experience in radio including jobs as Music Director, Station Manager, planner of live and recorded good music programs, continuity writer, and announcer. Had own program on WQXR in New York City and for two years on WILL, Urbana, Illinois. Has taught courses in music appreciation and music history at Hunter College, the University of Connecticut, at M.I.T. and recently, at University of Illinois. Has also lectured extensively before adult audiences. Can furnish finest references.

S-2 Receiving Ph.D. degree in Mass Communications in June. Has had experience in teaching, advertising, and newspaper work. Would like job in program development, including taking the initiative for stimulating, planning the sequence, and coordinating a program idea, and serving as a liason agent between the station and the resource personnel for most efficient subject matter presentation. Also, research, including content, audience, effects, and their relation to programming.

Letters were sent to all job applicants in our files on April 29, 1954, requesting that they notify us of their present employment status. It was also suggested that they submit personal data sheets if they have not already done so.

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write Don Walker, 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also any inquiries concerning applicants listed below should be addressed to Don Walker.

The following descriptions of personnel listed with us are written by the applicants and taken directly from the Placement Service forms.

Nov. 1 Experienced announcer, director, producer, now in commercial recording, wishes to return to TV. Desires position demanding good work, but giving responsibility and freedom of execution. Two years of "on camera" work as commercial announcer, supplemented by responsibility of completely producing many of shows handled. Proficient technician who can also think.

Nov. 2 Man desires position in educational TV. B.S. in speech and radio. M.S. in administration and supervision. Seven years educational and commercial experience in radio, TV, audio-visual instruction and motion picture production and distribution. Licensed in New York State as teacher and supervisor. Presently employed in motion picture production and distribution work. Available immediately.

Nov. 3 Available for immediate employment. Young man, 35, wants position in educational TV. Equipped by training and experience to handle wide range of problems. Can fit into any organization. Looking for opportunity to combine creative ability with technical know-how in educational field.

Nov. 4 Age 30, seek radio-TV position in New York. B.A. and M.A. degree. Experience in commercial writing and teaching. Have good knowledge of music, theatre and literature.

Nov. 5 I have been thoroughly trained in radio and television. My radio experience includes announcing, programming, and management. Two educational programs I produced received national citations from the Ohio Institute. I am looking for a challenging position with an organization interested in or active in television.

Nov. 6 Production, script, research. Versatile young woman with commercial station and network experience in informational and cultural programming. A.B. with distinction, Cornell.

Nov. 7 Are extra hands needed in your station's operation? Do you want a person who is creative, capable, energetic, enthusiastic, loyal and willing to work? A person who is experienced and well trained in all aspects of broadcasting -- program planning and building, radio and television writing, production, acting, announcing, audience measurement and savoir faire?

Nov. 8 TV Workshop graduate, age 23, seeking apprentice position with TV station. Able to work camera, dolly, cables, lighting, etc. Salary secondary. Will travel if necessary.

Nov. 9 Woman desires position utilizing background and training in education and television. Taught English in secondary schools for 5 years. Recently completed graduate course of study in radio-television with M.S. degree. Single, 36, references.

Nov. 10 Interested in getting located in the creative fields of television. My certificate from the summer institute of radio and television of Barnard College and the National Broadcasting Company attests to the fact that I am a person of ideas. I can be of valuable service to any producer.

Nov. 11 Experienced writer, producer, director of film for theater and TV. A.B., M.A., secondary certificate, course work completed toward Ph.D. in literature. Broad background in film production as freelance and for commercial producers. Seven years experience as college instructor of literature, journalism, writing, publications. Married, veteran, two children. Highest references from industry and education.

Nov. 12 Director of public service and educational programs for midwest commercial television station seeks position as program director for educational station. Holds Doctor of Education degree in educational foundations and is former college instructor. Over ten years' experience in education and teaching. Experience in theatre and dramatics activities. Television experience consists of two years as producer and director of public service and educational productions plus firsthand knowledge of studio operation. Complete details of background and experience upon request.

Nov. 13 Thoroughly trained in all phases of television production. Can handle all from dolly pushing to directing and producing. Will work anywhere. Thoroughly trained in all phases of radio broadcasting. Can handle all from news to classical music. Familiar with console.

Nov. 14 Industrial designer-artist desires full time position in educational TV as art director. Will "double" as production assistant. College graduate. Six years experience product design, advertising art, model making, small shop operation. Knowledge of TV station operation and procedures; has handled all phases TV art, flip-cards to set design, at educational station. Prefer Northeast or North Central states.

Nov. 15 Production manager-doubles in brass as scenic designer-painter, graphic artist and lighting director, etc. Educational station and top New York network experience. Ideal man for small, budget-minded station. Married -- 2 children. Wish to locate in Midwest, South or East. Best references. Reasonable salary requirements.

Nov. 16 Hollywood TV-radio producer-writer-M.C. Director of more than 1000 educational video-radio programs seeks affiliation with educational station in similar or other capacity. Also interested in affiliation

with educational institution as radio-TV producer or radio-TV station which seeks educational or public service program director.

Nov. 17 Experienced manager and production director in both commercial and educational television desires position with new educational TV station or with college or university radio and television department. Background includes 20 years of experience in the field. Undergraduate degree in electronics; doctorate in education. Qualified to teach all phases of radio and TV production and management, as well as graduate courses in communications and communications research. Metropolitan area preferred. Salary should be commensurate with that offered for corresponding responsibility in commercial TV. Presently employed in large university..

Nov. 18 A. B., University of Michigan, 1953. TV production and relevant courses at Columbia and Michigan. No military obligations. Personable, versatile, creative. Supervisory directing experience at college and summer camp.

Nov. 19 Young man - 27, single; experience in commercial FM "good music" station as announcer, music commentator and member of program dept.; B.S. in Political Science, M.A. in Music; high scholarship; editor, college literary magazine; concert experience as pianist and composer; excellent references. Will consider part-time teaching in connection with position.

Nov. 20 Young man, 27, seeks position as writer, director and/or producer of educational TV programs. Three college degrees, widely traveled, four years college teaching (drama) experience. Knowledge and practical experience of TV production techniques.

Nov. 21 You want a practical administrator and broadcaster who knows the big picture as well as the details from the inside of commercial broadcasting. You need the man who wrote this.

Nov. 22 Motion picture cameraman: 6 years intensive skill and know-how related to 16-35mm cinematography, recording (optical, tape, disk), editing, laboratory processing practice (black & white); have Navy high speed photography experience; member SMPTE; self-reliant; inventive; relocate if required; desires challenging, responsible position where technical knowledge and ingenuity will be fully utilized.

Nov. 23 Man who has taught 14 years, experienced in: grades 4-12, school administration, coaching all athletics, dramatics, rural and urban living, railroader, merchant seaman, B.S. in Elementary Education, M.A. in Secondary Education, 63 quarter hours advanced graduate study beyond M.A. 6 weeks TV institute, 2 weeks radio-TV workshop. Desires work in educational TV or radio, in college or educational station.

Nov. 24 Young woman with B.A. in theatre and two years experience in radio and TV production, audience building, and promotion, will complete M.A. in Speech (centering in radio and TV) in February, 1955. Has produced two adult education TV series and has assisted on many

others. Has also produced radio programs and series centered around fine music, literature, and sociology. Location not important. Prefers creative and responsible position.

Nov. 25 Young woman teacher; B.A. Radcliffe; M.A., Columbia, Experienced junior-senior high school, junior college, adult education, English, social studies, science, guidance, dramatics, radio-writing-production, school publications, PTA and community activities; member professional and civic organizations. Background travel, social service, advertising, magazines, radio-TV reviews, public relations. Would like position writer/director; experienced radio-television writing, production, announcing, tape editing. Numerous contacts educational and commercial fields. Willing to teach part-time, any level. Salary secondary living-working conditions and atmosphere.

Nov. 26 Would like position as head of communications division in college, or public school system, to direct radio, motion picture and television operations and research and curriculum. Age 36, Ph.D. in communications and industrial psychology, Stanford University; Sigma Xi. Six years of audio-visual research and research supervision, with major publications. Professional and television. Extensive staff and management experience in government and academic communications research and operating organizations. Formerly Director of Radio Workshop and Audio-Visual Aids program, major western university. Able to undertake the development of a new academic division to integrate the arts and sciences involved in mass communication, offering applied undergraduate degrees, as well as a research Ph.D. Presently serving as Executive Assistant, Office of the Director, major governmental research program at a university.

Nov. 27 Man with extensive experience and training as teacher, school administrator and with one year of administrative experience in a newly organized commercial television station desires position with an educational station as supervisor of live programing. Television experience includes planning and supervision of building a combined transmitter and studio building; organizing and producing a college tele-course for credit; producing and conducting an informational farm program; organizing music and dramatic shows; supplying and coordinating public service, film and slide spots, and live shows; sales work; and continuity writing.

NAEB
Educational Television and Radio Placement Service
14 Gregory Hall
Urbana, Illinois
November, 1954
Don Walker (in charge)

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write Don Walker, 14 Gregory Hall, Urbana, Illinois, and the proper forms will be sent to you by return mail.

The following descriptions of personnel listed with us are written by the applicants and taken directly from the Placement Service forms.

Sept. 1 Young ambitious veteran, married, one child, studio operations graduate of Television Workshop, seeking position on television technical staff. Can operate television camera, video, audio, turntables, mike boom, projectors and remotes. Photograph and resume on request. Will relocate anywhere in the United States.

Sept. 2 Available at once: Man, age 50, Ph.D. degree, family, with background of successful experience in university teaching (music) and in commercial broadcasting.

Teaching included fifteen years orchestra and band conducting as well as various courses in music education and instrumental music. Broadcast experience last ten years as director of education and research for leading mid-west station. Have worked closely with school and college officials in planning educational series, radio and television.

Position desired in educational broadcasting with possibility of special cooperation with music department.

Sept. 3 Are extra hands needed in your station's operation? Do you want a person who is creative, capable, energetic, enthusiastic, loyal and willing to work? A person who is experienced and well trained in all aspects of broadcasting--program planning and building, radio and television writing, production, acting, announcing, audience measurement and savoir faire?

Sept. 4 Experienced radio-TV writer and producer. Bachelor's degree, 1944. Worked as radio copywriter and company radio director. Active in field of television since 1948. Station and agency experience. Worked with film and live studio production. Written and directed numerous public service program series. Master's thesis, 1954 -- "Study of Television Public Service Programming". Has instructed college classes in radio-TV. Desires university position.

Sept. 5 Good educational background. Master's in business administration. Experience in teaching, nursing, restaurant management, engineering offices, radio and TV, ex-WAVE. Likes to work with people. Has had quite extensive travel. Appreciates possibilities of audio-visual work.

Sept. 6 Writer, 27, seeking radio-TV post. M.A. Worked with BBC for two years; has contributed to U.S., British periodicals; good news background.

Sept. 7 Stage producer/director with 350 hours of producing and directing every type of television program. Emphasis on creative productions at low-level budget. Stage manager of the off-Broadway production, "The Chair".

Sept. 8 Already in educational television. Seeks position with station or university TV center staff. Been producing and directing educational television programs the past year. Experience also includes one year of commercial TV crew work, and three years as a radio newsman. Program ideas, talent, direction, film, writing. Master of science in television from Syracuse university. Cooperative, aggressive, wants educational TV to be a success. Married. Best references.

Sept. 9 Script writer, 26, female, 3 years experience commercial radio, seeks educational affiliation. B.S. in journalism, P.G. work in education, member AWRT and DAVI. Prefer east or middle west. Available October 12.

Sept. 10 Wanted...Chance to be creative! Young woman,22, with Bachelor's degree with highest distinction from Purdue University in journalism and theater. Year's intensive experience in commercial radio and television continuity, plus about everything else in small station, deeply desires position in educational radio and/or TV, which involves chance for quality writing and programming.

Sept. 11 Young woman for production and programming. Active, hard worker, varied experiences, Master's degree.

Sept. 12 Graduate of Pratt Institute in advertising design in 1949. Was producer, director, art director for TV training programs 3½ years, at Special Devices Center, Port Washington, N.Y. Was producer of motion picture training films for 2 years at U.S. Naval Photographic Center, NAS Anacostia, Washington DC. Experience in all phases of production in educational TV and training films.

Sept. 13 Industrial designer-artist desires full time position in educational TV as art director. Will "double" as production assistant. College graduate. 6 years experience product design, advertising art, model making, small shop operation. Knowledge of TV station operation and procedures; has handled all phases TV art, flip-cards to set design, at educational station. Prefer Northeast or north central states.

**********POSITION OPEN -- Technical Director for educational TV station. $3600 per annum. If interested, please contact Placement Service office.

NAEB PLACEMENT SERVICE - 14 Gregory Hall - Urbana, Illinois - Don Walker (in charge) - September 1, 1954.

NAEB EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

Next week, most of the applicants on file here will receive our new Placement Service application forms to fill out. Some of the applicants have already spent considerable time, effort and money on their personal data sheets or resumes. However, we must ask them to fill out the new forms in order that we can handle, in an efficient manner, the many applicants who are filing with us.

POSITIONS WANTED

July 1: Television specialist available for top-level position (station manager, program coordinator, or production manager) with educational TV center and/or university teaching staff. Qualified by study of and participation in all phases of broadcasting, particularly program planning, preparation, and presentation. Varied associations with the theater, motion pictures, advertising, and allied fields. Has read laws of learning as well as Hooper charts, and knows about attitudes, sterotypes, and "circles of concern" as well as about climax, scene, and suspense. Proven organizational and administrative abilities; outstanding creative talents and showmanship. Successful college teaching experience. B.A. in English; M.A. in Radio-Television; work on Ph.D. in Education. 40, personable, cooperative, adaptable. A-1 references.

July 2: Would like to leave commercial broadcasting at smaller salary. Although would like to concentrate on managerial work, would enjoy writing, announcing and if desirable, teaching. Has had experience as program director, news editor, writer and announcer for both radio and TV.

July 3: Prefers position as program assistant. Production work with some opportunity to produce and plan programs and be used as talent. Has had considerable experience in film programing, in all phases. Also has enough knowledge of traffic and continuity to set up such operations.

July 4: Commercial writer, announcer, and talent all in one person. Has had lead roles on all major networks as talent in both radio and TV. Has also been a studio manager in radio--position entailing supervision of all radio operation--programming, production, and personnel. At one time worked as an independent TV producer. Sold first TV effort.

July 5: A lady who has a bachelor's degree in Home Economics and Science. A master's degree in English and history. Has had training in all phases of television. Also has served as home demonstration agent and director of county community activities. Training in home economics enables her to handle food and clothing presentations with professional flair and finish. Age--old enough to have developed mature reasoning, poise and dignity, and sound judgement; young enough to be alert to new ideas, enthusiastic, and ambitious.

July 6: Free lance writer with several years experience in writing scripts would like to get into educational broadcasting. Has worked for church groups and newspapers. At one time was franchised agent in charge of talent for fields of radio, television, theater, motion pictures. Personal representative of Hollywood star clients for New York bookings. Assistant to literary agent handling plays and novels, playwrights and authors. Office Management.

July 7: Would like position as music director or program director at educational radio station. Has had 3 years experience as staff announcer and classical music director. Presently engaged in staff announcing and board work.

July 8: Lady with Ph.D. in Psychology and Reading would like to start a program giving developmental reading instruction for both children and adults. Has had experience with this type of program in TV before. Presently engaged in directing reading programs for large corporations.

July 9: Is interested in position as writer-producer, or a position administrative or teaching, relative to either. Will soon hold an M.A. in Radio. In addition to journalistic background and experience, has had three years of commercial radio experience and has held present position as an educational radio writer-producer for the past four years. Would like change because opportunities for advancement are rather limited.

July 10: Would like a change in the near future. Responsible for all the duties of a TV producer for the presentation of some 30 past Board of Education television programs, in both live and film form, through the facilities of local commercial stations. Well experienced in the physical staging aspects of television program production. This experience has included the responsibility of scripting, orientation and instruction to the participating personnel, and the outside studio rehearsal of the programs. Responsibilities also include being available as a consultant and specialist for all Board of Education Departments and persons to assist them in the preparation and presentation of a television performance.

NAEB
EDUCATIONAL TELEVISION AND RADIO
PLACEMENT SERVICE
14 Gregory Hall
Urbana, Illinois

July 1, 1954

EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE

By the July issue of NEWSLETTER, the NAEB EDUCATIONAL TELEVISION AND RADIO PLACEMENT SERVICE should be up to date, and the new forms for job applicants available. Also, positions available forms for prospective employers will be sent to member stations.

Below are listed a few of the job applicants in our file at present. More information on each person is available by contacting Don Walker, 14 Gregory Hall, Urbana, Illinois.

June - 1 Has a solid knowledge of public relations (its techniques and capabilities), and a thorough schooling in music. Prefers position in Chicago or New York area.

June - 2 Desires work as program director or producer-director. Has had over 11 years commercial radio and television background. Has performed every type of radio air show known. Has been both producer and talent in television. Exceptional musical background. Has taught radio programming, production, writing and announcing.

June - 3 Past superintendent of schools with broad and varied background in fields of education and training at the supervisory and administrative level wishes job in radio or television. Has government Service Grade 14; had great deal of experience in audio and visual aids, and in planning and supervising educational programs.

June - 4 Science education teacher, especially skilled in audio visual aids concerning science demonstrations for elementary science, seeks position in educational television. He has published thirty-four articles, plus three bulletins for the United States Office of Education. He has also written TV programs in science for children.

June - 5 Desires position in programming and production. Has been educated in both advertising and business administration as well as education and liberal arts. Has had experience in news editing and broadcasting, play reading, and as actor in dramatic shows.

June - 6 Desires position as producer, film director, or assistant program director. Has had experience and training in television. Former college instructor. Past experience in theatre groups as stage manager, working in special effects and set construction.

June - 7 Wants position as film director, office manager, or TV and/or film technican. Has had extensive training in both television and motion pictures. Presently employed by a film producing company.

June - 8 Producer-director with approximately 5 years experience looking for new position. Most of her experience has been in educational work. Has helped prepare briefs pertinent to securing a new channel for TV.

June - 9 Wrote scripts, continuity for WHA, Madison, Wisconsin. Produced and edited state-wide tape-recorded programs at WHA as staff member of Wisconsin Idea Theater. Winner in one and three act play contests sponsored by University of Wisconsin; radio script contest sponsored by Association for Education by Radio. Playwrite-in-Residence at University of Wisconsin under Rockefeller Foundation Fellowship in Playwriting.

June - 10 Looking for position as producer or assistant producer in educational television, or assistant producer in educational films; script writer in educational televisions or film; television publicity writer. Can be combined with teaching if necessary.

June - 11 Has advanced degree in physics. Has had considerable experience with radio and television programs with a science format. Among the shows he has done are: "Science in Review" over WMEB, Portsmouth, N. H.; "Sound of Things" now being created; "Science Sketches" over WBZ-TV, Boston (awarded the 1953 citation of the Massachusetts Society of Professional Engineers); "Today" several guest spots on this NBC show; "The Menace" over WBZ-TV, Boston.

NAEB
Educational Television and
Radio Placement Service
14 Gregory Hall
Urbana, Illinois

June 1, 1954

NAEB PLACEMENT SERVICE

The new application blanks for the NAEB Placement Service are off the press, and your cooperation in filling them out and returning them promptly will be appreciated. Anyone wishing to register with us, contact Don Walker, 14 Gregory Hall, Urbana, Ill. The proper forms will be sent to you by return mail.

POSITION OPEN - Kinescope operator needed for closed circuit laboratory in midwest. Must be competent so far as the technical information is required to operate the equipment and must also have a feeling for what is required to make good kinescopes.

August 1 - A former student of the School of Radio Technique in New York City would like to be employed for camera and audio work. Has been schooled in both technical and production end of television.

August 2 - Would prefer job as announcer. Has BS from DePaul University, and has taken extra work in radio and television announcing at Northwestern University.

August 3 - Former music teacher with experience in choral-TV shows would like opportunity to form own choral unit of college age individuals with the express purpose of doing a weekly choral-TV broadcast. Also interested in musical directorship or advisor for station, planning and performing music in all forms in educational broadcasting.

August 4 - Would like job as program manager. As head of TV production branch, supervised production of live broadcast, closed circuit, and kinescope recorded programs. Previously, as TV coordinator, coordinated activities of psychologist, TV personnel, and others involved in instructional TV research. Originated ideas for and produced about half of the program of a "feature story" on TV. Specialized in subject matter concerning physical and social sciences. As a TV director, directed TV film commercials and live daytime TV program for this package production organization.

August 5 - Has master's degree in Education and Television. Prefers job as producer, teacher of television production, director, writer or a combination of these. In addition to his course work in TV, which covers all phases of production and techniques and sociology of mass communications media, he was a graduate assistant to an Audio-Visual Center. Work there was assisting in the teaching of courses in audio visual instruction on the graduate and undergraduate levels. Has also had four years experience in Hollywood as actor and production assistant and four years in the Army Signal Corps as cameraman, unit manager and director.

August 1, 1954
NAEB
Educational Television and Radio Placement Service
Room 14 - Gregory Hall - Urbana, Illinois
Don Walker (in charge)

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquiries concerning applicants listed below should be addressed to Mr. Underwood.

The following descriptions of personnel listed with us are written by the applicants themselves, and are taken directly from the Placement Service forms.

March 1. PRODUCTION MANAGER-DIRECTOR. Six years of TV experience in all phases of production. Network station. Good references. 24 years old. Married.

March 2. T.V. technician, 14 months experience including schooling, audio, cameras, lighting. Also am motion picture projectionist. Studying for my first class license. Are you willing to take a chance?

March 3. Successful teacher and radio man is interested in associating with educational television. Six years experience in radio and ten years in teaching speech have given me the experience for which I hope you are looking. Prefer South or Southwest for reasons of climate.

March 4. College teacher of radio, television, and theatre desires position in Radio or Television. Interested in teaching, station management, programming, producing, directing. Seven years teaching experience and experience with WQED, Metropolitan Pittsburgh Television Station. Holds M.A. in Theatre-Radio from Northwestern University. Available for employment June, 1955.

March 5. Young ambitious man, with a Radio Telephone License, desires a position with your T.V. Studio. Diversified background in Production, Staging and Lighting Techniques, also specialized in camera and control room operation. AVAILABLE IMMEDIATELY. Salary open.

March 6. College graduate with B.A. degree in radio-speech from large midwestern university interested in music programming, particularly that of classical music, in college or university station. Previous experience with university station in all phases of production and presentation. Good knowledge of all types of music. Will accept additional duties relating to station operation if necessary. Married, will relocate. Desire salary range of $4,200-$5,200 per annum.

March 7. Services of qualified young man available immediately. M.A. degree in TV Production, plus two years in Commercial Television. Can do anything from directing shows to managing a station, including teaching. References give good recommendation.

March 8. Experienced manager with six years of teaching in college and four years commercial experience on the executive level desires more challenging position. Age--35, married, doctoral candidate, and can furnish better than average references.

March 9. Studio technician and programming, production assistant. Experienced beginner available. University courses in programming and production. 300 hours technical instruction in the use and maintenance of studio equipment. Practical experience in programming and production for municipal educational station. Production work for Armed Forces Radio. Salary open. Will relocate.

March 10. Position desired-Production Manager, Program Director or Producer-Director. Bachelor of Arts Degree - Major in Speech and Theatre Arts. Over four and one-half years experience in radio and television. Radio - Staff announcer, Sports Director, Program Director. Television - Staff announcer, Producer-Director, Continuity Director. Prefer position in Northeast section of United States.

March 11. Now employed in commercial radio-television station, desire to enter educational radio-television. Wide experience at several Eastern radio stations, including two 50kw stations, and at two television stations, one VHF, one UHF. Harvard S.B. and an A.M. in English. Taught English eight years, six in college, two in prep school. Free-lance writing nationally and regionally. Would be good supervising students in college station. Married, 34. Need at least $5000 a year.

March 12. VERSATILE, EXPERIENCED RADIO-TV WORKER. Experienced as Film Director, Chief Cameraman, Floor Manager, Continuity Writer, Director, and Announcer. Worked in small TV station where brains and versatility are "musts!" Now available for immediate work.

PLACEMENT SERVICE NEWS

Not long ago, the Placement Service instituted a project which, when completed, will be of great assistance to all educational broadcasters.

The purpose of this project is to establish a Personnel Classification and definite Job Descriptions for educational broadcasting. We feel that it is necessary for us to formulate this information before educational broadcasting reaches its maximum potential. Thus, we will have a firm foundation upon which to rely when confronted with the new problems expansion will bring. Also, the completion of this project will facilitate our service to you by enabling us to give you exactly what you want.

In connection with this, the Placement Service recently conducted a survey to determine the number and types of personnel used by educational stations and production centers. The response to this survey has been fairly good, but in order not to omit anyone and to accomplish our initial purpose, we should like to have a 100% return.

To those who have responded, we extend our grateful thanks. To those who through an oversight have not yet returned the survey form, we urge you to do so as soon as possible.

Our final tabulation will begin as soon as the remainder of the survey forms are received. At that time we will have more news about it.

NAEB PLACEMENT SERVICE

April 1. Young (24), married, qualified studio technical, experienced in all phases of audio, video TV. Able to function as a "package TV technician" employing multi-job knowledge to successful station operation. Conscientious, sincere, loyal. A definite employer asset. Will gladly relocate for right position.

April 2. 10 Years experience and training directly related to Television. Position desired in Television Production. Professional Actor, Stage Manager. Experience in RCA and Dumont equipped studios as Floormanager, Cameraman, Boom-man, Director and Producer. 26; married; veteran; creative and alert. Goal: Producer-Director.

April 3. Wishes a job in educational television. Advanced degree in physics. Age-32. Has had considerable experience with radio and television programs with a science format. Among the shows he has done are: "Science in Review" over WMEB, Portsmouth, N.H.; "Sound of Things" now being created; "Science Sketches" over WBZ-TV, Boston (awarded the 1953 citation of the Massachusetts Society of Professional Engineers); "Today" several guest spots on this NBC show; "The Menace" over WBZ-TV, Boston.

April 4. Position wanted in ETV production and/or teaching. Applicant offers four years of commercial and professional radio experience as announcer, salesman, promotion director and program director. Also MA in TV and radio, State University of Iowa, and Ph.D. candidate in TV and radio, University of Michigan (all work completed except thesis). Currently an instructor in radio and TV. 28 years old, married, one child. Available for full-time employment in June, 1955.

April 5. Just completed an extensive course (Production) at the Television Workshop of N.Y. City where I assumed position of Director, Assistant Director and Program Assistant, writer and Talent; in off circuit production for invited audiences. Three years theatre experience both in technical and acting fields. Seek position as Program Assistant, Asst. Director or Script Girl.

April 6. ETV and EFM STATION MANAGERS and SPEECH DEPARTMENT CHAIRMEN PLEASE NOTE: Experienced teacher-producer wants to help you with programming, production, and/or teaching of radio-television. Ph.D. Presently employed as a university speech-radio teacher and Director of Radio-TV (includes management of an educational FM radio station). Experience includes 4 years professional theater and radio work, and 5 years teaching and production in educational radio-TV. Complete background information on request.

April 7. Versatile, creative industrious young man with experience at the network level and relevent courses at Columbia University wishes to help an educational television station with its production problems.

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquiries concerning applicants listed below should be addressed to Mr. Underwood.

The following descriptions of personnel listed with us are written by the applicants themselves, and are taken directly from the Placement Service forms.

Dec. 1. Experienced announcer, director, producer, now in commercial recording, wishes to return to TV. Desires position demanding good work, but giving responsibility and freedom of execution. Two years of "on camera" work as commercial announcer, supplemented by responsibility of completely producing many of shows handled. Proficient technician who can also think.

Dec. 2. Man desires position in educational TV. B.S. in speech and radio. M.S. in administration and supervision. Seven years educational and commercial experience in radio, TV, audio-visual instruction and motion picture production and distribution. Licensed in New York State as teacher and supervisor. Presently employed in motion picture production and distribution work. Available immediately.

Dec. 3. Available for immediate employment. Young man, 35, wants position in ETV. Equipped by training and experience to handle wide range of problems. Can fit into any organization. Looking for opportunity to combine creative ability with technical know-how in educational field.

Dec. 4. Age 30, seeks radio-TV position in New York. B.A. and M.A. degree. Experience in commercial writing and teaching. Have good knowledge of music, theater, and literature.

Dec. 5. I have been thoroughly trained in radio and television. My radio experience includes announcing, programming, and management. Two educational programs I produced received national citations from the Ohio Institute. I am looking for a challenging position with an organization interested in or active in television.

Dec. 6. Production, script, research. Versatile young woman with commercial station and network experience in informational and cultural programming. A.B. with distinction, Cornell.

Dec. 7. Are extra hands needed in your station's OPERATION? Do you want a person who is creative, capable, energetic, enthusiastic, loyal and willing to work? A person who is experienced and well trained in all aspects of broadcasting--program planning and building, radio and TV writing, production, acting, announcing, audience measurement and savoir faire?

Dec. 8. TV Workshop graduate, age 23, seeking apprentice position with TV station. Able to work camera, dolly, cables, lighting, etc. Salary secondary. Will travel if necessary.

Dec. 9. Woman desires position utilizing background and training in education and TV. Taught English in secondary schools for 5 years. Recently completed graduate course of study in radio-TV with M.S. degree. Single,36, references.

Dec. 10. Interested in getting located in the creative fields of television. My certificate from the summer institute of radio and TV of Barnard College and the NBC attests to the fact that I am a person of ideas. I can be of valuable service to any producer.

Dec. 11. Experienced writer, producer, director of film for theatre and TV. A.B., M.A., secondary certificate, course work completed toward PH.D. in literature. Broad background in film production as free lance and for commercial producers. Seven years experience as college instructor of literature, journalism, writing, publications. Married, veteran, two children. Highest references from industry and education.

Dec. 12. Director of public service and educational programs for midwest commercial TV station seeks position as program director for educational station. Holds Doctor of Education degree in educational foundations and is former college instructor. Over ten years' experience in education and teaching. Experience in theatre and dramatics activities. TV experience consists of two years as producer and director of public service and educational productions plus first-hand knowledge of studio operation. Complete details of background and experience upon request.

Dec. 13. Thoroughly trained in all phases of TV production. Can handle all from dolly pushing to directing and producing. Will work anywhere. Thoroughly trained in all phases of radio broadcasting. Can handle all from news to classical music. Familiar with console.

Dec. 14. Industrial designer-artist desires full time position in educational TV as Art Director. Will "double" as production assistant. College graduate. Six years experience product design, advertising art, model making, small shop operation. Knowledge of TV station operation and procedures; has handled all phases of TV art, flip cards to set design, at educational station. Prefer Northeast or North Central states.

Dec. 15. Production manager-doubles in brass as scenic designer-painter, graphic artist and lighting director, etc. Educational station and top New York network experience. Ideal man for small, budget-minded station. Married--two children. Wish to relocate in Midwest, South or East. Best references. Reasonable salary requirements.

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Dec. 17. Experienced manager and production director in both commercial and educational television desires position with new educational TV station or with college or university radio and TV department. Background includes 20 years of experience in the field. Undergraduate degree in electronics; doctorate in education. Qualified to teach all phases of radio and TV production and management, as well as graduate courses in communications and communications research. Metropolitan area preferred. Salary should be commensurate with that offered for corresponding responsibility in commercial TV. Presently employed in large university.

Dec. 18. A.B., University of Michigan, 1953. TV production and relevant courses at Columbia and Michigan. No military obligations. Personable, versatile, creative. Supervisory directing experience at college and summer camp.

Dec. 19. Young man-27, single; experience in commercial FM "good music" station as announcer, music commentator and member of program dept.; B.S. in Pol. Science, M.A. in Music; high scholarship; editor, college literary magazine; concert experience as pianist and composer; excellent references. Will consider part-time teaching in connection with position.

Dec. 20. Young man, 27, seeks position as writer, director and/or producer of ETV programs. Three college degrees, widely traveled, four years college teaching (drama) experience. Knowledge and practical experience of TV production technique.

Dec. 21. You want a practical administrator and broadcaster who knows the big picture as well as the details from the inside of commercial broadcasting. You need the man who wrote this.

Dec. 22. Motion picture cameraman: 6 years intensive skill and know-how related to 16-35 mm cinematography, recording (optical, tape, disk), editing, laboratory processing practice (black and white); have Navy High Speed photography experience; member SMPTE; self-reliant; inventive; relocate if required; desires challenging, responsible position where technical knowledge and ingenuity will be fully utilized.

Dec. 23. Man who has taught 14 years, experienced in: grades 4-12, school administration, coaching all athletics, dramatics, rural and urban living, railroader, merchant seaman; B.S. in Elementary Education, M.A. in Secondary Education, 63 quarter hours advanced graduate study beyond M.A.: 6 weeks, TV institute, 2 weeks, radio-TV workshop; desires work in educational TV or radio, in college or educational station.

Dec. 24. Young woman with B.A. in theatre and two years experience in radio and TV production, audience building, and promotion, will complete M.A. in Speech (centering in Radio and TV) in February, 1955. Has produced two adult education TV series and has assisted on many others. Has also produced radio programs and series centered around fine music, literature, and sociology. Location not important. Prefers creative and responsible position.

Dec. 25. Young woman teacher; B.A., Radcliffe; M.A., Columbia; experienced junior-senior high school, junior college, adult education; English, social studies, science guidance, dramatics, radio writing-production, school publications, PTA and community activities; member, professional and civic organizations; background travel, social service, advertising, magazines; radio-TV reviews, public relations. Would like position writer/director; experienced radio-TV writing, production, announcing, tape editing; numerous contacts, educational and commercial fields. Willing to teach part-time, any level; salary secondary, living-working conditions and atmosphere.

Dec. 26. Head, communications division or department; University or College, or public school system, to direct radio, motion picture and television operations and research and curriculum. Age 36, Ph.D. in communications and industrial psychology, Stanford University; Sigma Xi. Six years of audio-visual research and research supervision, with major publications. Professional and technical experience in commercial and government radio, motion pictures and television. Extensive staff and management experience in government and academic communications research and operating organizations. Formerly Director of Radio Workshop and Audio-Visual Aids program, major western university. Able to undertake the development of a new academic division to integrate the arts and sciences involved in mass communications, offering applied under-graduate degrees, as well as research Ph.D. Presently serving as Executive Assistant, Office of the Director, major governmental research program at a university.

Dec. 27. Man with extensive experience and training as teacher, school-administrator, and with one year of administrative experience in a newly organized commercial television station desires position with an educational station as supervisor of live programming. Television experience includes planning and supervision of building a combined transmitter and studio building; organizing and producing a college telecourse for credit; producing and conducting an informational farm program; organizing music and dramatic shows; supplying and coordinating public service, film and slide spots, and live shows; sales work; and continuity writing.

Dec. 28. PRODUCER-DIRECTOR: Four years TV experience with major network. Solid background in film. Extensive managerial & organizational experience. (Supervised first TV network in Japan as Consultant to Japanese Government. 1952-54) Desires Program Director, or suitable creative programming position.

Dec. 29. 4 YEARS DIRECTOR TV, DRAMA, CINEMA, with West Coast Professional THEATRICAL SCHOOL. Competent to handle organization and development of Educational TV or Motion Picture Dept. 15 years Show Business experience; including work as Night Club Comedian. Capable photographer, still and Cinema. Will work ANYWHERE.

Dec. 30. Major network writer-director-producer, specializing in music, public service and educational programs, desires responsible position as program supervisor for educational television station. Harvard educated, wide esperience in newspaper work, radio, TV and films, here and abroad. Recipient of Nieman Fellowship. Married, aged 40, prepared to relocate for long-range opportunity.

Dec. 31. Mature executive and educator interested in developmental job in planning and producing educational TV programs which feature current public affairs analysis and comment, and which capitalizes on the potentialities of the visual medium. Has developed written proposals and sample formats for such programs. No formal training or paid work experience in broadcasting, but broad executive experience in related fields: 1) Experience in analysing public events and presenting their meaning in simple and concise form. Special ability for getting "inside the news" relying on open sources and contacts in the Government. Facility in research and writing. (Ph.D. in Political Science, intelligence work experience in OSS, Dept. of State; present job Chief of Instruction, Federal Civil Defense Staff College.) 2) Experience and experimentation in making combined verbal and visual presentations ("briefings") for laymen, including conceiving and designing special visual materials. (Intelligence work in military, State Department, and OSS; and also teaching and curriculum development in present job.) 3) Familiarity with current trends in informal adult education. Acquaintance in adult education profession. Active in AEA. 4) Discussions on news and public affairs program problems with network commentators and executives.

Dec. 32. School of Radio Technique graduate, thoroughly capable of all phases TV Production, Programming with wide cultural background in Art, Music, theatre and literature, desires opportunity to offer his talents as Floor Manager, Program Assistant and Studio Technician to your station.

Dec. 33. Position wanted in Educational TV for woman, 29; B. A., Masters Degree in Art, three years teaching experience, Art, Grades 1-12; business experience in Journalism, Mural Painting, Sales and Market Research. Interested in permanent work with opportunities for advancement.

Dec. 34. Man -- Experienced teacher - producer , wishes work in educational television. During semester 1953-54, assistant producer of The Living Blackboard series, televised by WPIX, New York under the auspices of the New York City Board of Education. His article, "An Educational TV Network," appeared in the August, 1954, The School Executive. Additional experience: teaching, book jacket design, editing. Would accept part time teaching in connection with job. B.S. English, Columbia University. M.A. Hunter College. Working toward Ph.D. at New York University. Radio training at Hunter College. Television training at the American Theatre Wing.

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquires concerning applicants listed below should be addressed to Mr. Underwood.

The following descriptions of personnel listed with us are written by the applicants themselves, and are taken directly from the Placement Service forms.

Feb. 1. Young man, 29, seeks job with educational station. Background, education, and experience qualify him for Television Directing. He is at present in charge of St. Louis' major television program, the Laclede Little Symphony - a weekly program utilizing St. Louis Symphony musicians, national concert artists, and local singers, actors and dancers. He also teaches Radio and Television Production and directs plays at Webster College, Webster Groves, Missouri. He holds an M.A. in Drama from the University of Washington, Seattle and a B.A. in English from Washington University, St. Louis. At this latter institution he completed a year of graduate work in both English and Drama. Below, is briefly listed his experience in radio, television, and film work.
RADIO: Six years experience: KFUO, St. Louis - Feature Commentator; KMOX-CBS, Radio Writer; KJR-ABC, Continuity Editor and Announcer. At D'Arcy Advertising Company, St. Louis, he wrote a daily quarter-hour program. His scripts won two national awards, a second and third place in 1953 and 1954 Public Utility Better Copy Contest, the oldest such competition in the United States.
TELEVISION: Three years experience: Former writer, floor producer, and assistant director in the Laclede Little Symphony Television Unit. Now-is Producer in Charge of this unit. Duties require him to stage weekly half-hour production, edit scripts from three writers, write scripts, hire talent, design sets and keep books of running production costs. This program has won local awards, and will be entered in national competition in 1955. Kinescope is available.
FILM: Directed and wrote forty-two minute Shoe Training Film for International Shoe Company, Friedman Shelby Division. Film is in color and features twenty actors. Film was shot in six days. This film presentation is a "first" in the shoe industry.

Feb. 2. Engineer - married - Korean vet. Experienced in all studio operation, remotes. TVW of New York graduate. Hard worker, willing to relocate east or mid-west states. Excellent references. Have car.

Feb. 3. Capable Television Workshop Graduate, staging and dancing background, desires camera, film room, studio technician or production position. Reliable, single veteran. Salary secondary.

Feb. 4. Young man, vet, M.S. degree seeks opportunity in the field of education or associated fields. Willing to learn or tackle any job.

(OVER)

Feb. 5. Position desired: Production Manager, Program Director or Producer-Director. Bachelor of Arts Degree - Major in Speech and Theatre Arts. Over four and one-half years experience in radio and television. Radio - Staff announcer, Sports Director, Program Director. Television - Staff announcer, Producer-Director, Continuity Director. Prefer position in Northeast section of United States.

Feb. 6. Producer-Director position desired by Technical Director of large commercial television station. Background includes work as television cameraman with New York network station, training in the production of documentary and educational films, and a liberal arts degree from a top university.

Feb. 7. I am a graduate of the Television Workshop of New York. I took a 480 hour course in Studio Operations, I graduated on August 25, 1954, and I am applying for a job as a Television Studio Technician. I am qualified to work as a cameraman, video operator, mike boom operater, audio and turntables and as a floor manager. I studied Remote Operations, Lighting and Special Effects, Scenic Labs and Film Labs; also, 60 hours of Theory and Terminology.

Feb. 8. Now employed in commercial radio-television station, desire to enter educational radio-television. Wide experience at several Eastern radio stations, including two 50kw stations, and at two television stations, one VHF, one UHF. Harvard S.B. and an AM in English. Taught English eight years, six in college, two in prep school. Free-lance writing nationally and regionally. Would be good supervising students in college station. Married, 34. Need at least $5000 a year.

Feb. 9. Intelligent, original young woman with extensive artistic and scientific background, interested in educational research, broadcasting, or production. Willing and able to begin at secretarial level.

Feb. 10. Experienced announcer, director, producer, now in commercial recording, wishes to return to TV. Desires position demanding good work, but giving responsibility and freedom of execution. Two years of "on camera" work as commercial announcer, supplemented by responsibility of completely producing many of shows handled. Proficient technician who can also think.

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquiries concerning applicants listed below should be addressed to Mr. Underwood.

The following descriptions of personnel listed with us are written by the applicants themselves, and are taken directly from the Placement Service forms.

Jan. 1. Experienced in producing and M.C.'ing educational telecasts for youngsters and adult audiences. Degrees in music and in communications. Competent pianist and conductor. Desire position in TV production, preferably with on-camera work.

Jan. 2. Producer, director, writer. Professional and educational experience. Workshop founder and coordinator. University lectures. Live TV, stage, film experience. Offer must be above $6000. Short term production or counselling assignments.

Jan. 3. UNIV. GRAD. '54, trained for RADIO-TV. Rich exper. in Singing, Directing, Teaching. Some Journalism. Seeks work on Program, Commercials, Continuity, Production, etc.

Jan. 4. Former Head of TV Research & Planning at major university desires position in educational programming. Ten years professional experience in writing, directing, producing motion pictures, TV, radio, both coasts and overseas.

Jan. 5. Intelligent, original young woman with extensive artistic and scientific background, interested in educational research, broadcasting or production. Willing and able to begin at secretarial level.

Jan. 6. Now employed in commercial radio--television station, desire to enter educational radio-television. Wide experience at several Eastern radio stations, including two 50kw stations, and at two television stations, one VHF, one UHF. Harvard S.B. and an A.M. in English. Taught English eight years, six in college, two in prep school. Free-lance writing nationally and regionally. Would be good supervising students in college station. Married, 34. Need at least $5000 a year.

Jan. 7. Long record of success in curriculum-building, school station operation and production of radio and television programs. Interested in a position of responsibility where maturity and experience count. Combines educational and commercial experience.

Jan. 8. Network television producer, director, writer, with five years in television, and seven years in related media, seeks executive producer position with educational television station.

Jan. 9. Trained?.....From PEN to PENTODE! Work?.....That's what I want! Specialty?.....PROGRAM CO-ORDINATION, of course! Why? "of course".....That's what I KNOW. Specifications?..... B.A. University of Washington - 1953, M.S. - TV Programming - Syracuse University - 1954. Uh--Draft?.....Honorable Discharge - W.W. II - Radio Technician-U.S. Army Signal Corps-ETO. Resume?... ...On request. Interview?.....Say When.

Jan. 10. Young man, ambitious, reliable, willing to travel, fully familiar with all phases of studio operational television and telecine room operations including training in directing, producing and lighting seeks a position which will utilize these abilities. Salary secondary.

Jan. 11. STOP!!! You say you're looking for a young, ambitious and married man with a good speaking voice, who can sing and play 16 instruments; who can do an announcing or MC job, as well as production work and who will travel? If you're interested --- "JUST LOOK ME UP, ANYTIME"....

Jan. 12. Young man, vet, M.S. degree seeks opportunity in the field of education or associated field. Willing to learn or tackle any job.

Jan. 13. Lucky combinations do bring success! Here is the happy combination you may be looking for ... 7 years teaching, over a year as a commercial radio announcer, over 76 TV programs produced in education over a commercial station. Can you use my services as a producer or consultant during the summer months?

REPORT

on

DUTIES AND ACTIVITIES

of the

PLACEMENT OFFICER

MAY 1, 1954 - MARCH 31, 1955

EDUCATIONAL TELEVISION AND RADIO

PLACEMENT SERVICE

NATIONAL ASSOCIATION OF

EDUCATIONAL BROADCASTERS

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REPORT OF PLACEMENT OFFICER ON DUTIES AND ACTIVITIES

POSITION: Placement Officer, Educational Television and Radio Placement Service, National Association of Educational Broadcasters.

PURPOSE: To assist any individual who requires aid in obtaining employment in educational television and radio; and to assist all television and radio broadcasters who require aid in obtaining qualified personnel to manage and staff their operations.

INCUMBENT: Robert E. Underwood, Jr.

SCOPE: This report shall cover all activities and duties of the Placement Officer from the official opening of the Placement Service on May 1, 1954 to March 31, 1955, with particular attention given to the period dating from October 18, 1954 to March 31, 1955 inclusive.

GENERAL STATEMENT

The Placement Service of the National Association of Educational Broadcasters (NAEB) was officially opened on May 1, 1954. Its establishment was made possible by a grant from the Fund for Adult Education, on the advice of the Joint Committee on Educational Television, the National Citizens Committee for Educational Television, and the Educational Television and Radio Center.

The Placement Service is located in 14 Gregory Hall, Urbana, Illinois where the national headquarters of the National Association of Educational Broadcasters is located.

Since May 1, 1954 the Placement Service has made a remarkable growth. The building of such a service is often painstakingly slow and extreme patience is required. However, the impartial observer must admit that the Placement Service has succeeded in overcoming many obstacles and is rapidly approaching the point where it can become a great factor in the establishment of new and better standards of educational broadcasting in this country.

This Report of the Placement Officer on Duties and Activities attempts to show what has been done and what is being done by the Placement Service; furthermore, this report contains recommendations as to what may be done to improve the operation of the Placement Service.

The following report is centered around six primary duties of the Placement Officer. Under these headings are gathered all activities having relation to them. In this manner the incumbent has attempted to fashion a full, objective report of the progress that has been made.

I. THE PLACEMENT OFFICER SHALL DETERMINE WHAT FORMS ARE NECESSARY FOR THE OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the Placement Forms is to provide for employers and the Placement Officer specific information concerning the talents, backgrounds, and aspirations of applicants for employment in educational television and radio; and otherwise to aid the Placement Officer in the operation of the Placement Service.

The forms listed below were printed in June, 1954 after considerable research by the then incumbent Placement Officer. Said officer carried on correspondence with and made personal visits to several responsible personnel agencies where he received full cooperation and assistance in devising the Placement Forms.

At present, the following forms are in use by the Placement Service: (Copies of these forms may be found in Appendix A.)

A. FORM ONE

This form includes the full name and address of the applicant, plus personal data about him, such as place and date of birth, marital status, physical condition and so forth. Furthermore, space is provided for an application photo not to exceed two by three inches (2" X 3").

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

B. FORM TWO

This form covers all non-professional activities of the applicant, such as awards, civic activities, special abilities, travel, hobbies, sports actively engaged in and so forth.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

C. FORM THREE

This form covers the formal educational background and the teaching record of the applicant.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

D. FORM FOUR

This form covers the applicant's formal educational preparation for broadcasting and the education courses he has taken.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

E. FORM FIVE

This form covers the work and experience record of the applicant and the names and addresses of those he wishes to use as references.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

F. FORM SIX

This form covers the radio and television broadcast experience of the applicant.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

G. FORM SEVEN

This form is for the applicant to present his views on his qualifications, aspirations, etc., in terms of a general statement.

Five copies of this form are sent to each applicant. Three thousand copies of this form were printed.

H. FORM NINE

This form contains a rating scale and space for references to make a statement concerning the applicant.

Five copies of this form are sent to each reference listed by the applicant. Fifteen thousand copies of this form were printed.

Until recently, only Form Ten was sent to references and five copies of the reference's statement were typed by this office. It has been decided to mail a complete set of reference forms to each reference. This is in line with the method adopted by many personnel agencies and increases the speed and efficiency of the operation of the Placement Service.

I. FORM TEN

This form contains all the information required on Form Nine, plus additional information such as how long the reference has known the applicant, what the relation of their acquaintance was, and for what type of position the reference believes the applicant is best suited. Space is given for the reference to give additional information concerning the applicant, which information is solely for the use of the Placement Officer in making recommendations for placement and will not be shown to the employer.

One copy of this form (together with five copies of Form Nine) is sent to each reference listed by the applicant. Three thousand copies of this form were printed.

J. FORM ELEVEN

This form - printed on yellow paper - is a master sheet containing all information given on Forms One through Seven. There is additional space provided (Section Eight) in which the applicant writes his own advertisement which is published in the NAEB Newsletter Supplement.

One copy of this form is sent to each applicant. Three thousand copies of this form were printed.

K. FORM TWELVE

This form is identical with Form Eleven, with the exception that it is printed on white paper. This form is to be retained by the applicant for his personal file.

One copy of this form is sent to each applicant. Three thousand copies of this form were printed.

L. FORM THIRTEEN

This form contains the positions in television and radio desired by the applicant. It also contains the location and salary range desired by the applicant.

One copy of this form is sent to each applicant. Five thousand copies of this form were printed.

M. FORM FOURTEEN

This form contains all particulars relative to a vacancy report such as location, name and address of employer, type of position, duties specified, qualifications desired, salary, and date and method of notification. On the back of this card is space wherein is written the names of the applicants recommend for the position.

These cards form the Vacancy File. Five hundred copies of this form were printed.

N. FORM FIFTEEN

This form informs the recommended applicant of the particulars of the position as found on Form Fourteen. On the reverse side is space in which the applicant informs the Placement Officer of his actions in regard to the position.

One copy of this form is sent to each applicant recommended for a position. The form is divided into two sections: the top section contains the location of the position and instructions as to the procedure the applicant is to follow; on the reverse side of this section the applicant indicates the course of action he has chosen and returns this section to the Placement Officer. The bottom section contains the information given on Form Fourteen. If the applicant decides to apply for the position, he retains

this section until notified by the employer whether or not he has been elected. He so indicates the decision of the employer on the reverse side of this section and returns it to the Placement Officer. If elected, he notes his duties and salary on this section. If he does not apply for the position, the applicant is to return both sections of this form to the Placement Officer at once.

One thousand copies of this form were printed.

O. FORM SIXTEEN

On this form is listed the employer to whom the applicant has been referred, the date of the referral, and whether or not the applicant applied, refused, accepted or was not elected to the position.

These sheets form the Referral File. One sheet is assigned to every member of the Active File. Five hundred copies of these forms were printed.

P. INSTRUCTION SHEET AND GENERAL STATEMENT SHEET

These mimeographed pages are mailed to each applicant along with the Placement Forms. Their purpose is to instruct the applicant as to the proper method of filling out the Placement Forms, and to outline in general terms the purposes and procedures of the Placement Service.

Q. CREDENTIAL COVERS

One of these brown $8\frac{1}{4}$" X $8\frac{1}{2}$" covers is used to forward the credentials of each applicant to a prospective employer. Each cover is sealed shut by a sticker on which is written the applicant's name. Furthermore, this seal has space wherein the employer is requested to furnish information in regard to his actions concerning the applicant.

SUMMARY

Only minor errors have been found in the Placement Forms since their printing. In order to maintain maximum efficiency, it is recommended that these errors, however slight, be corrected at the next printing of the forms. Special attention should be given to Forms One, Ten, Eleven and Twelve.

At the present time, there are sufficient forms to handle a maximum of five hundred applicants. Therefore, there is no need to recommend a new printing of the Placement Forms in the near future.

The only complaint received thus far concerning the Placement Forms is in regard to their length. It is recommended that no immediate steps be taken to shorten the forms, as it is felt that all requested information is essential. Furthermore, these forms have been praised for their thoroughness and organization.

II. THE PLACEMENT OFFICER SHALL ESTABLISH AND MAINTAIN WHATEVER FILES ARE DEEMED NECESSARY FOR THE SUCCESSFUL OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the files listed below is to insure the keeping of accurate records of all Placement Service activities and to provide quick and efficient means of reference with regard to the status of any and all applicants.

At present, the following files are in use by the Placement Service:

A. ACTIVE FILE

This file contains the credentials of all applicants who have completed their Placement Forms. Prior to the printing of the Placement Forms all letters of inquiry concerning the Placement Service were placed in this file. The present file was established when completed Placement Forms began to be received.

Since October 18, 1954 every effort has been made to establish a definite Active File. A form letter (hereafter referred to as Form Letter I and found in Appendix B) was sent to the over two hundred-fifty applicants who had received and not returned the Placement Forms. This procedure was very helpful in enabling the Placement Officer to determine who did and who did not wish to make use of the Placement Service. The response to this letter has been good and has hastened the establishment of definite Active, Inactive and Dead Files.

B. INACTIVE FILE

This file contains all applicants who have received and not yet returned the Placement Forms. When the completed forms are received, the applicant's file is transferred to active status.

Prior to the first mailing of the Placement Forms there was no Inactive File. This file was established for the purpose of indicating to whom the Placement Forms had been sent.

Since October 18, 1954 this file has been reorganized. The response to Form Letter I has cleared the file of those who did not wish to use the Placement Service.

C. DEAD FILE

This file contains the material on those who have not responded to Form Letter I or who have not chosen to take advantage of the Placement Service.

Prior to October 18, 1954 there was no dead file.

Since October 18, 1954 this file has grown as the Active and Inactive Files decreased slightly. This trend is not to be considered as reflecting a lack of interest in the Placement

Service; it is only natural that of the over two hundred-fifty members of the October 17, 1954 Active File many have found employment elsewhere or have lost their interest in educational broadcasting. The material in this file will be kept for a yet to be determined length of time and then destroyed.

D. REFERRAL FILE

This file contains the information of where and when the credentials of an active applicant were sent, whether an application was made, and whether the recommended applicant was elected to or refused the position. Every active applicant has a sheet in this file.

Prior to October 18, 1954 there was no Referral File. In its place, a sheet carrying the required information was placed in the folder of each active applicant.

After October 18, 1954 it was deemed advisable to create a separate file for this information. This method made it more convenient for the Placement Officer to make his entries and to discover quickly the location of each applicant's credentials. This new file also lessens the danger of loss of this information, a frequent occurrence prior to October 18, 1954.

E. EXPERIENCE FILE

T his file consists of individual cards, on each of which is listed the work record of an active applicant.

Prior to October 18, 1954 there was no Experience File.

T he creation of this file increases the speed of the Placement Officer in making recommendations by telling him at a glance how well qualified an applicant is in terms of past experience. Prior to the creation of this file, the Placement Officer was required to search through all the active applicant's folders while seeking an applicant with a certain amount of experience. This file also lessens the danger of recommending unqualified applicants for open positions.

F. POSITIONS DESIRED FILE

This file lists the positions desired, the desired location and the salary range of each active applicant.

This file was established soon after the first printing of the Placement Forms. The entries are listed by position.

G. VACANCY FILE

This file gives the particulars of all vacant positions, such as qualifications desired, salary range and so forth. Attached to this file is a record of the names of applicants recommended

for positions, and a record of each applicant's action in regard to each job vacancy for which he has been recommended.

The appropriate forms for this file were printed with the first printing of all Placement Forms. However, there was no Vacancy File as such prior to October 18, 1954.

Since October 18, 1954 the appropriate forms have been organized to constitute a file.

H. KEY MAN FILE

This file contains the names and addresses of all officials with whom the Placement Service has contact.

Prior to October 18, 1954 there was no Key Man File.

This file was created for the purpose of enabling the Placement Officer to find easily the name and address of key persons at every station, university or college, school system and radio and/or television center. It also assists him in recommending responsible officials to whom applicants should write.

I. CORRESPONDENCE WITH EMPLOYERS FILE

This file contains all correspondence with prospective employers relative to job openings, qualifications of applicants, etc.

Prior to October 18, 1954 this material was placed in the General Correspondence File.

After October 18, 1954 it was felt necessary to separate correspondence with employers from the general correspondence. This action increased the speed with which the Placement Officer may locate past correspondence with employers, an almost daily task.

J. GENERAL CORRESPONDENCE FILE

This file contains all correspondence carried on by the Placement Officer excluding the material covered in the Correspondence with Employers File.

Prior to October 18, 1954 this file included all correspondence of the Placement Officer.

After October 18, 1954 this file was reorganized for the reasons listed above in Section I.

SUMMARY

It is necessary to point out that all of the above files are not in good order at this time. It is hoped - and every effort is being made to accomplish this hope - that all files will be in good order by April 1, 1955 or shortly thereafter.

The condition of the Active File is less than satisfactory. While a large majority of the applicants' files are in good order, some are minus from one to four complete sets of forms and reference statements. These missing sets were sent out prior to October 18, 1954 and the record of where and when they were sent has been misplaced. The question of how these missing sets will be replaced is yet to be determined. With the creation of new files and the establishment of definite procedures, it is felt that this problem has been corrected or at least the danger of its repetition considerably lessened.

Since the arrival of a large file cabinet, the Placement Service has more than adequate room in which to arrange its files in an orderly fashion.

It shall be the duty of the Placement Officer to check and re-check these files in order to insure a maximum of efficiency. Likewise, the Placement Officer shall add any new files he deems necessary.

III. THE PLACEMENT OFFICER SHALL DETERMINE WHATEVER PROCEDURES ARE NECESSARY FOR THE EFFICIENT OPERATION OF THE PLACEMENT SERVICE.

STATEMENT

The purpose of the following procedures is to insure that all necessary steps are taken in the processing of files and reports and to guard against the misplacement or inaccurate keeping of records.

The procedures determined at this time are as follows:

A. PROCESS OF APPLICATION FOR ACTIVE FILE STATUS

This procedure is designed to insure that all necessary forms are sent to the applicant and that their sending is properly recorded.

The steps taken in this procedure are:

1. Letter of application is received.
2. Folder is assembled and mailed.
    a. 5 copies of Forms 1 through 7
    b. 1 copy of Form 11
    c. 1 copy of Form 12
    d. 1 copy of Form 13
    e. 1 copy of Instruction Sheet
    f. 1 copy of General Statement Sheet
3. Applicant is entered on Inactive Mailing List.
4. Application letter is placed in the Inactive File.

B.. PROCESS OF COMPLETING ACTIVE FILE STATUS

This procedure is designed to insure that all necessary steps are taken to install the applicant in an active status.

The steps taken in this procedure are as follows:

1. Completed Placement Forms are received.
2. One copy of Form 10 and five copies of Form 9 are sent to each reference listed by the applicant.
3. Appropriate entry is made on Active Mailing List.
4. Appropriate entry is made in the Referral File.
5. Appropriate entry is made in the Experience File.
6. Appropriate entry is made in the Positions Desired File.
7. Appropriate entry is made on Newsletter Supplement list.
8. Applicant's Inactive File material is collected.
9. Applicant's folder is prepared.
10. Applicant's folder is placed in the Active File.
11. Applicant is removed from Inactive Mailing List.
12. Applicant is sent letter acknowledging receipt of forms.

C. PROCESS OF VACANCY REPORT

This procedure is designed to insure that all necessary steps are taken in the recommendation of candidates for vacant positions.

The steps taken in this procedure are as follows:

1. Notification of vacancy is received.
2. Appropriate entry is made in Vacancy File.
3. Positions Desired File is consulted.
4. Experience File is consulted.
5. Selection of applicants for recommendation is made.
6. Credentials of selected applicants are sealed in Credential Covers and mailed to the employer with a letter in which the names(s) of the applicant(s) must be listed.
7. Appropriate entry is made in the Referral File.
8. Appropriate entry is made on reverse side of Form 14.
9. Applicants are sent Form 15.
10. Letter of notification and carbon copy of reply are placed in the Correspondence With Employers File.

SUMMARY

The establishment of these procedures has increased the speed and efficiency of the Placement Service and in all other ways has improved the operation.

It is the duty of the Placement Officer to check and improve these procedures. Furthermore, he shall establish new procedures as the need for such arises.

IV. . THE PLACEMENT OFFICER SHALL DEVISE AND CARRY OUT WAYS AND MEANS OF ESTABLISHING PERSONNEL CLASSIFICATION AND DEFINITIVE JOB DESCRIPTIONS.

STATEMENT

The need for personnel classification and job description in the field of educational television and radio is pressing. There is, evidently, a great divergence of opinion among both employers and applicants as to what exactly is, for example, a director? what are his duties? what are the necessary qualifications for the position? and so forth. Also, there is a growing

concern among applicants as to what positions educational television and radio offer and what the salary ranges are. It is felt that the Placement Service should seek to regulate job descriptions as much as possible and have accurate knowledge concerning classification and probable salary ranges to be found in educational broadcasting.

In line with this thought, the Placement Service has recently taken steps with regard to accomplishing classification and descriptions.

CLASSIFICATION

The first step in establishing a classification of educational broadcasting personnel was the drafting of a temporary classification list. The Placement Officer, with the generous assistance of NAEB officials, devised such a list. This list, accompanied by a form letter requesting that appropriate entries be made on spaces provided on the list, and further requesting that the list be returned to the Placement Service, was sent to all active and associate members of the NAEB. (This form letter, hereafter referred to as Form Letter II, and the accompanying list may be found in Appendix C.)

At this time, the Placement Service has received an approximate twenty per cent (20%) response to this request. It is felt that this response is not sufficient to warrant the undertaking of the final tabulation and distribution of results. Therefore, it is strongly recommended that those who have not responded be urged to do so as soon as possible. A step in this direction was taken in the March, 1955 Newsletter Supplement. (See Appendix D.)

DESCRIPTIONS

Form Letter II contains a paragraph wherein is described the extreme importance of descriptions and an urgent request is made that if the employer has any available he forward a copy of them to the Placement Service. At this time only a few such descriptions have been received mainly, it is felt, because employers do not have such descriptions available.

It is recommended that inquiries be made as to how the Placement Service can receive some type of job descriptions. It is possible that the Placement Service could contact commercial radio and television broadcasters and inquire as to their willingness to cooperate with us; or perhaps the Placement Service could contact other personnel services or agencies to discover their means of obtaining these necessary job descriptions. (See Appendix E) It is strongly urged that these descriptions be obtained in the near future, for without them the Placement Service is unable to give one hundred per cent service.

SUMMARY

The importance of obtaining these classifications and descriptions has been stressed. The original intention of the Placement Service was to have the results tabulated and distributed by April 1, 1955. However, in the light of the response received, this tabulation and distribution will have to be delayed for some time. When an adequate number of responses have been received, it shall be the duty of the Placement Officer to tabulate and distribute by appropriate means the results of the survey. In the course of

distribution of results, careful attention must be given to insure that no stations or institutions be mentioned in connection with particular salary ranges, as this would be a violation of confidential material.

V. THE PLACEMENT OFFICER SHALL DEVISE METHODS BY WHICH HE WILL BE MADE AWARE OF CURRENT TRENDS AND AFFAIRS WITHIN THE EDUCATIONAL BROADCASTING FIELD.

STATEMENT

In connection with the purposes of the Placement Service, it is felt that the Placement Officer should be aware of all affairs in the field which pertain to his office. Thus, the Placement Officer should know the present and planned status of those centers, stations and institutions which he serves. With this knowledge, the Placement Officer will be better equipped to advise applicants of the possibilities of obtaining employment. Furthermore, such interest in the affairs of the field will instill a high degree of confidence in the Placement Service by the employer who will realize that the Placement Service is aware of his individual problems pertaining to personnel and is seeking ways to alleviate them.

SUMMARY

In order to accomplish this program, it is deemed advisable to have the Placement Service placed on the mailing lists of the Joint Committee on Educational Television (JCET) and the National Citizens Committee for Educational Television (NCCET) so that the Placement Officer will have a general knowledge of internal affairs of the field. More specifically, it is urged that letters of inquiry be sent by the Placement Officer to the directors of member stations, centers, and institutions concerning their present status and future plans and offering our service to them. (See Appendix F.) The purpose of these letters is to create good-will, to make the Placement Officer aware of problems within the field, and to make the employing official conscious of the existence and usefulness of the Placement Service.

VI. THE PLACEMENT OFFICER SHALL SEEK APPROPRIATE MEANS TO ADVERTISE THE PLACEMENT SERVICE, THE QUALIFICATIONS OF APPLICANTS, AND CURRENT JOB OPENINGS.

STATEMENT

In order for the Placement Service to be of good use to applicants and employers, its existence must be made well known. Therefore, it behooves the Placement Officer to create effective means of publicity and to see to their accomplishment. It is felt that through a program of publicity the Placement Service will be able to extend its operation by guaranteeing wide promulgation of news concerning applicants and job openings. Likewise, it is hoped that non-commercial broadcasters who are not members of the NAEB will discover and make good use of the Placement Service and through this rewarding contact decide to join the NAEB.

SUMMARY

The most obvious method of publicizing the Placement Service is through the NAEB Newsletter Supplement. This publication will cover all members of the NAEB, but it is felt that more than this area should be covered. Therefore, it is recommended that the Placement Service seek by appropriate means to gain attention in other trade magazines and newspapers and, if possible, in magazines and other publications not specifically devoted to television and radio.

In regard to the Newsletter Supplement, it is felt that perhaps a list of job openings should be included with the applicants' advertisements. Naturally, there would be no mentioning of the employers' names, and all actions regarding these advertisements would center around the Placement Service. If desired, the Placement Service will obtain the written permission of the employer to circulate his need. It is felt that this extra service would increase the desire of employers to make use of the Placement Service. It is strongly felt that any and all publicity received by the Placement Service will increase its prestige and contribute to its expansion. (See Appendix G.)

GENERAL SUMMARY

It is felt that the above report is generally self-explanatory. With the growth of the Placement Service, it has been necessary to give greater attention to the keeping of accurate files, hence so much devotion of space to the filing system, procedures, etc.

It may be safely stated that the Placement Service has passed its settling down stage. During the first year of its operation many errors were made. In many instances the Placement Service has learned of pitfalls the hard way: by falling into them. Yet much has been accomplished, and it is felt that the above report is encouraging in that it narrates a tale of progress.

While there is much to be done, the Placement Service enters its new year confident that it can successfully conclude any task assigned to it, and with the promise that it will continually seek to improve itself and its service to educational broadcasting.

5-1-55

NAEB PLACEMENT SERVICE

Anyone wishing to register with the NAEB Placement Service should write to Mr. Robert E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper forms will be forwarded to you by return mail. Also, any inquiries concerning applicants listed below should be addressed to Mr. Underwood.

With this issue, the Placement Service is publishing the advertisements of all members of our active file. We feel that with this publication, all prospective employers will be able to discover the calibre of the available applicants we have. You will note that our files contain personnel of all kinds with varying degrees of experience and salary ranges. We feel confident that we can fill or assist in filling any position you may have open.

The following descriptions of personnel listed with us are written by the applicants themselves, and are taken directly from the Placement Service forms.

May 1. PRODUCER/DIRECTOR: Four (4) years of TV experience with major network. Solid background in film. Extensive managerial & organizational experience. (Supervised first TV network in Japan as Consultant to Japanese Government. 1952-54.) Desires Program Director or suitable creative programming position.

May 2. Motion picture and television production technician. Good film editor and administrator, fair script writer, sound recordist, director, etc. Can handle a movie camera if necessary, but would rather not.

May 3. Studio technician and programming, production assistant. Experienced beginner available. University courses in programming and production. 300 hours technical instruction in the use and maintenance of studio equipment. Practical experience in programming and production for municipal educational station. Production work for Armed Forces Radio. Salary open. Will relocate.

May 4. Experienced announcer, director, producer, now in commercial recording, wishes to return to TV. Desires position demanding good work, but giving responsibility and freedom of execution. Two years of "on camera" work as commercial announcer, supplemented by responsibility of completely producing many of shows handled. Proficient technician who can also think.

May 5. 4 YEARS DIRECTOR TV, DRAMA, CINEMA, with West Coast Professional Theatrical School. Competent to handle organization and development of Educational TV or Motion Picture Department. 15 years Show Business experience; including work as Night Club Comedian. Capable photographer, still and Cinema. Will work ANYWHERE.

May 6. GIFTED RADIO SPECIALIST experienced in production, directing, and writing musical, dramatic, and documentary programs desires opportunity in college station permitting part-time continuation of music courses in accredited music school. Background includes public relations, community, and personnel work.

May 7. Man desires position in educational TV. B.S. in speech and radio. M.S. in administration and supervision. 7 years educational and commercial experience in radio, TV, audio-visual instruction and motion picture production and distribution. Licensed in New York State as teacher and supervisor. Presently employed in motion picture production and distribution work. Available immediately.

May 8. Young ambitious veteran, married, one child, studio operations graduate of Television Workshop, seeking position on television technical staff. Can operate television camera, video, audio, turntables, mike boom, projectors and remotes. Photograph and resume on request. Will relocate anywhere in U. S.

May 9. Available for immediate employment. Young man, 35, wants position in educational TV. Equipped by training and experience to handle wide range of problems. Can fit into any organization. Looking for opportunity to combine creative ability with technical know-how in educational field.

May 10. AGE 30, SEEK RADIO-TV POSITION IN N.Y. BA AND MA DEGREE. EXPERIENCE IN COMMERCIAL WRITING AND TEACHING. HAVE GOOD KNOWLEDGE OF MUSIC, THEATRE AND LIT.

May 11. Experienced in producing and M.C.'ing educational telecasts for youngsters and adult audiences. Degrees in music and communications. Competent pianist and conductor. Desire position in TV production, preferably with on-camera work.

May 12. Former Program Director of WNYC, and Campaign Director for San Antonio Council for Educational Television wants management and/or program director's position with educational television station. Has, in addition to experience in educational broadcasting and televising, five years programming experience with commercial stations, including WNBC, New York; and comprehensive experience in community organization for educational television. Location not important; furthering of career in educational television is. Would consider job as Campaign Director for initial community efforts to secure capital funds.

May 13. I have been thoroughly trained in radio and television. My radio experience includes announcing, programming, and management. Two educational programs I produced received national citations from the Ohio Institute. I am looking for a challenging position with an organization interested in or active in television.

May 14. Production, Script, Research. Versatile young woman with commercial station and network experience in informational and cultural programming. A.B. with Distinction, Cornell.

May 15. Experienced manager with six years of teaching in college and four years commercial experience on the executive level desires more challenging position. Age-35, married, doctoral candidate, and can furnish better than average references.

May 16. Available at once: Man, age 50, Ph.D. degree, family, with background of successful experience in university teaching (music) and in commercial broadcasting. Teaching included fifteen years orchestra and band conducting as well as various courses in music education and instrumental music. Broadcast experience last ten years as director of education and research for leading mid-west station. Have worked closely with school and college officials in planning educational series, radio and television. Position desired in educational broadcasting with possibility of special cooperation with music department.

May 17. All phases of television and radio experience. 16 years as writer, director, producer, news writing and management. Experience in building, operating, managing 14 radio stations simultaneously. Advisor, teacher, author of texts on radio production-directing. Have had technical training and am an FCC license holder, 3rd class; experience in copyright and clearance problems, wide musical background, publicity, promotion and public relations background. Phi Beta Kappa and currently pursuing doctorate degree in mass media of communications at

leading university. Accustomed to dealing with high level personnel at both national and international, as well as diplomatic levels. Audio-visual specialist, film and documentary filming and writing experience. Background in professional and little theater directing and acting, and have taught remedial speech and operated children's theatre. Widely travelled in Middle East, Far East, and Europe. Speak, read and write French, German and Japanese.

May 18. Are extra hands needed in your station's operation? Do you want a person who is creative, capable, energetic, enthusiastic, loyal and willing to work? A person who is experienced and well trained in all aspects of broadcasting--program planning and building, radio and television writing, production, acting, announcing, audience measurement and savoir faire.

May 19. TV Workshop Graduate, Age 23, seeking apprentice position with TV station. Able to work camera, dolly, cables, lighting, etc. Salary secondary. Will travel if necessary.

May 20. Good educational background - Masters in Bus. Admin. - Experience in teaching, nursing, restaurant management, engineering offices, radio & TV - ex-WAVE. Likes to work with people. Has had quite extensive travel. Appreciates possibilities of audio-visual work.

May 21. Just completed an extensive Production course at The Television Workshop of N. Y. City where I assumed position of Director, Assistant Director and Program Assistant, writer and Talent in off circuit production for invited audiences. Three years theatre experience both in technical and acting fields. Seek position as Program Assistant, Assistant Director, or Script Girl.

May 22. Producer, director, writer. Professional and educational experience. Workshop founder and coordinator. University lecturer. Live TV, stage, film experience. Offer must be above 6000. Short term production or counselling assignments..

May 23. Woman desires position utilizing background and training in Education and Television. Taught English in secondary schools for 5 years. Recently completed graduate course of study in Radio-Television with M. S. degree. Single, 36, references.

May 24. Engineer - married - Korean vet. Experienced in all studio operation, remotes. TVW of New York graduate; hard worker, willing to relocate east or mid-west states. Excellent references. Have car.

May 25. TV Studio Technician, all phases technical and production, specially trained with experience in educational TV. 29 years old, married, seeks position in Northern New Jersey or New York City area.

May 26. UNIV. GRAD. '54, trained for RADIO-TV. Rich experience in Singing, Directing, Teaching. Some Journalism. Seeks work on Program, Commercials, Continuity, Production, etc.

May 27. Capable Television Workshop Graduate, staging and dancing background; desires cameraman, film room, studio technician or production position. Reliable single veteran. Salary secondary.

May 28. Serious young man, married, veteran, working for MA in education would like start in Educational TV or Radio; trainee position or comparable in the Northeast.

May 29. RADIO BROADCASTING SCHOOL GRADUATE DESIRES RADIO POSITION. HAS HAD EXPERIENCE IN ANNOUNCING, WRITING, AND NEWSCASTS. CAN ALSO WORK THE BOARD.

May 30. Services of qualified young man available immediately. M.A. degree in TV Production, plus two years in Commercial Television. Can do anything from directing shows to managing a station, including teaching. References give good recommendation.

May 31. Multi-faceted television program production manager-director-designer-writer-performer-administrator desires opportunity to show he usually knows what to do and can do it himself, if need be.

May 32. Young man, 34, M.A. in Sociology-Anthropology, desires position as television producer, associate producer, or assistant producer. Experience includes writing, television performing, television workshop, teaching, group work.

May 33. Former Head of TV Research & Planning at major university desires position in educational programming. Ten years professional experience in writing, directing, producing motion pictures, TV, radio, both coasts and overseas.

May 34. Intelligent, original young woman with extensive artistic and scientific background, interested in educational research, broadcasting or production. Willing and able to begin at secretarial level.

May 35. Writer, 27, seeking radio-TV post. M.A. Worked with BBC for two years; has contributed to U.S., British periodicals: good news background.

May 36. I am interested in getting located in the creative fields of television. My certificate from the Summer Institute of Radio and Television of Barnard College and the National Broadcasting Company attests to the fact that I am a person of ideas. I can be of valuable service to any producer.

May 37. School of Radio and Television Technique, three (3) months extensive training, specializing in technical operations. Emphasized camera work (RCA and Dumont equipment). But wide experience in Audio, Video, Boom, Switching, 16 MM Projectors, Rear Screen Projectors, Slide Projector and as Technical Director.

May 38. Position desired - Production Manager, Program Director or Producer-Director. Bachelor of Arts degree - Major in Speech and Theatre Arts. Over four and one-half years experience in radio and television. Radio - Staff announcer, Sports Director, Program Director. Television - Staff announcer, Producer-Director, Continuity Director. Prefer position in Northeast United States.

May 39. Position wanted in ETV production and/or teaching. Applicant offers four years of commercial and professional radio experience as announcer, salesman, promotion director and program director. Also MA in TV and radio, State University of Iowa, and PhD candidate in TV and radio, University of Michigan (all work completed except thesis). Currently an instructor in radio and TV. 28 years old, married, one child. Available for full-time employment in June, '55.

May 40. Young man, 29, seeks job with educational station. Background, education, and experience qualify him for Television Directing. He is at present in charge of St. Louis' major television program, the Laclede Little Symphony - a weekly program utilizing St. Louis Symphony musicians, national concert artists, and local singers, actors and dancers. He also teaches Radio and Television Production and directs plays at Webster College, Webster Groves, Missouri. He holds an

MA in Drama from the University of Washington, Seattle and a BA in English from Washington University, St. Louis. At this latter institution he completed a year of graduate work in both English and Drama. Six years experience in Radio as Feature Commentator, Writer, Continuity Director and Announcer. Three years experience in Television as Writer, Floor Producer, Assistant Director and now Producer in Charge. Directed forty-two minute training film, a first in the shoe industry.

May 41. Experienced writer, producer, commentator, 25, well known for own N. Y. and network programs, seeks educational broadcasting post in West or upper New England. Widely published writer on musical subjects and record reviews; thoroughly conversant with all phases of programming, writing, production.

May 42. College graduate with B.A. degree in radio-speech from large midwestern university interested in music programming, particularly that of classical music, in college or university station. Previous experience with university station in all phases of production and presentation. Good knowledge of all types of music. Will accept additional duties relating to station operation if necessary. Married, will relocate. Desire salary range of $4,200-$5,000 per annum.

May 43. PRODUCTION COORDINATOR IN ADULT ED. AREA, EDUCATIONAL TELEVISION; eight years classroom teaching; ten years film production, commercial and educational, as writer, director, supervisor; supervision of "live" TV production for national organization, kinescoped for national distribution.

May 44. Experienced writer, producer, director of film for theater and TV. A.B., M.A., Secondary Certificate, course work completed toward PhD in Literature. Broad background in film production as freelance and for commercial producer. Seven years experience as college instructor of literature, journalism, writing, publications. Married, veteran, two children. Highest references from industry and education.

May 45. Stage Producer/Director with 350 hours of Producing and Directing every type of television program. Emphasis on creative productions at low-level budget. Stage Manager of the Off-Broadway production, "The Chair."

May 46. Now employed in commercial radio-television station, desire to enter educational radio-television. Wide experience at several Eastern radio stations, including two 50kw stations, and at two television stations, one VHF, one UHF. Harvard S.B. and an A.M. in English. Taught English eight years, six in college, two in prep school. Free-lance writing nationally and regionally. Would be good supervising students in college station. Married, 34. Need at least $5,000.

May 47. Man with extensive experience and training as a teacher, school administrator and with one year of administrative experience in a newly organized commercial television station desires position with, either a commercial station as director of education, informational or public service programming; or with an educational station as supervisor of live programming. Television experience includes planning and supervision of building a combined transmitter and studio building; organizing and producing a college tele-course for credit; producing and conducting an informational farm program; organizing music and dramatic shows; supplying and coordinating public service, film and slide spots, and live shows; sales work; and continuity writing.

May 48. Major network writer-director-producer, specializing in music, public service and educational programs, desires responsible position as program

supervisor for educational television station. Harvard educated, wide experience in newspaper work, radio, TV and films, here and abroad. Recipient of Nieman Fellowship. Married, aged 40, prepared to relocate for long-range opportunity.

May 49. Young ambitious man, with a Radio Telephone License, desires a position with your T. V. Studio. Diversified background in Production, Staging and Lighting Techniques, also specialized in camera and control room operation. Salary open. AVAILABLE IMMEDIATELY.

May 50. Director of Public Service and Educational Programs for Midwest commercial television station seeks position as Program Director for educational station. Holds Doctor of Education degree in Educational Foundations and is former college instructor. Over ten years' experience in Education and Teaching. Experience in theatre and dramatics activities. Television experience consists of two years as producer and director of public service and educational productions plus first-hand knowledge of studio operation. Complete details of background and experience upon request.

May 51. I am an Elementary School Teacher interested in securing an administrative, guidance or supervisory position in your school system beginning next September. At the end of this year I will have successfully completed six years teaching experience on the elementary level, having taught all the grades from one to eight and combinations of the same. My experience ranges from the one room school to the modern ranch type structure I am teaching in at the present time. Age 31, married, two children, veteran. MA degree in Educational Administration and Guidance. Fully licensed. Personal interview will be appreciated.

May 52. Assistant professor with twelve years teaching experience desires position in creative television programming. In fifth year of continuous television production of award winning programming. Familiar with all phases of production, photography (still and motion) art-work, narration, hosting and writing. Academic rank desirable but not essential.

May 53. Script writer, 26, female, 3 years experience commercial radio, seeks educational affiliation. B.S. in journalism, P. G. work in education, member AWRT and DAVI. Prefer east or middle west.

May 54. SITUATION WANTED: Young woman, 27, with BA and MA from Stanford University in theatre, production and TV; teaching certification and experience; radio, TV, and stage background. Available for position in Educ. TV: prod., directing, script or research. Ideas. New station or established. Salary open.

May 55. Long record of success in curriculum-building, school station operation and production of radio and television programs. Interested in a position of responsibility where maturity and experience count. Combines educational and commercial experience.

May 56. Trained in TV and Film, experienced film technician, many years of office experience in several fields including motion pictures, managerial and supervisory capacities.

May 57. Network television producer, director, writer, with five years in television, and seven years in related media, seeks executive producer position with educational television station.

May 58. WANTED...CHANCE TO BE CREATIVE! Young woman, 23, with Bachelor's degree with highest distinction from Purdue University in journalism and theater, and year's intensive experience in commercial radio and television continuity, plus about everything else in small station, deeply desires position in educational Radio and/or TV, which involves chance for quality writing and programming.

May 59. Trained?...From PEN to PENTODE! Work?...That's what I want! Specialty?... PROGRAM CO-ORDINATION, of course! Why? "of course"...That's what I KNOW. Specifications?...B.A. University of Washington - 1953; M.S. - TV Programming - Syracuse University - 1954. Uh--Draft?...Honorable discharge - W.W. II - Radio Technician - U.S. First Army Signal Corps - ETO. Resume?...On request. Interview?...Say when.

May 60. Young woman for production and programming. Active, hard worker, varied experiences. Master's degree.

May 61. Young man, ambitious, reliable, willing to travel, fully familiar with all phases of studio operational television and telesine room operations, including training in directing, producing and lighting seeks a position which will utilize these abilities. Salary secondary.

May 62. STOP!!! You say you're looking for a young, ambitious and married man with a good speaking voice, who can sing and play 16 instruments; who can do an announcing or MC job, as well as production work and who will travel?? If you're interested --- "JUST LOOK ME UP, ANYTIME"...

May 63. Graduate - Pratt Institute - Advertising Design - 1949; Producer, Director, Art Director, TV Training Programs, 3½ years - Special Devices Center, Port Washington, NY. Producer - Motion Picture Training Films, 2 years, U.S. Naval Photographic Center, NAS Anacostia, Washington, D. C. Experience in all phases of production, Educational Television and Training Films.

May 64. PROGRAM DIRECTOR-WRITER-ANNOUNCER, now employed in commercial radio at $6500 a year, will accept a cut in pay in exchange for constructive work in educational field. Professional writer for six years, five of them in radio plus half-year in TV. Exceptionally good announcer. Possessor of 32 years, one wife, three children, college degree classical music library and highly developed distaste for Business Broadcasting.

May 65. Industrial Designer-Artist desires full-time position in Educational TV as Art Director. Will "double" as Production Assistant. College graduate. 6 years experience product design, advertising art, model making, small shop operation. Knowledge of TV Station Operation and procedures; has handled all phases TV art, Flip-cards to Set Design, at Educational Station. Prefer North East or North Central States.

May 66. High School and Television Workshop graduate with Photography background wishes permanent position in Television Studio, Control Room or Film Department.

May 67. I offer to prospective employers in educational television and radio a unique combination of practical teaching experience in English, speech, and drama- a wide and varied educational background - and several years' work in continuity writing, programming, and air work in commercial radio. I have also had considerable platform speaking experience. My aptitude for and practical work in stage direction should also be helpful in many areas of television. My ten years of teaching were in both secondary and collegiate institutions. For the past three

years I have worked closely with programming, writing, and performing on radio at Station WKOY in Bluefield, W. Va. This association includes the preparation of continuity for both classical and popular concert musical programs, the narration of such specialised programs on the air, and performance of daily women's shows, interviews, and on-the-spot broadcasts. I, therefore, offer to prospective employers a thoroughly grounded and well-rounded experience in both aural and visual communication, with the added advantage of sound academic training, and sustained teaching experience. I believe I could do effective, creative work in educational television or radio broadcasting. In any case, I am extremely anxious to have an opportunity to prove both my ability and my willingness to forge ahead in the right job!

May 68. HOLLYWOOD TV-RADIO PRODUCER-WRITER-M.C. - DIRECTOR OF MORE THAN 1000 EDUCATIONAL VIDEO-RADIO PROGRAMS SEEKS AFFILIATION WITH EDUCATIONAL STATION IN SIMILAR OR OTHER CAPACITY. Also interested in affiliation with educational institution as radio-tv producer or radio-tv station which seeks educational or public service program director.

May 69. College teacher of radio, television, and theatre desires position in Radio or Television. Interested in teaching, station management, programming, producing, directing. Seven years teaching experience and experience with WQED, Metropolitan Pittsburgh Educational Television Station. Holds M.A. in Theatre-Radio from Northwestern University. Available for employment June, 1955.

May 70. T.V. technician, 14 months experience including schooling. Audio, cameras, lighting. Also am motion picture projectionist. Studying for my first class license. References. Are you willing to take a chance?

May 71. Experienced manager and production director in both commercial and educational television desires position with new educational TV station or with college or university radio and television department. Background includes 20 years of experience in the field. Undergraduate degree in electronics; doctorate in education. Qualified to teach all phases of radio and TV production and management, as well as graduate courses in communications and communications research. Metropolitan area preferred. Salary should be commensurate with that offered for corresponding responsibility in commercial TV. Presently employed in large university.

May 72. Successful teacher and radio man is interested in associating with educational television. Six years experience in radio and ten years in teaching speech have given me the experience for which I hope you are looking. Prefer South or Southwest for reasons of climate.

May 73.10 Years experience and training directly and related to Television. Position desired in Television Production. Professional Actor, Stage Manager. Experience in RCA and DuMont equipped studios as Floormanager, Cameraman, Boomman, Director and Producer. 26;married; veteran; creative and alert. Goal: Producer-Director.

May 74. Producer-Director. At present is assistant producer ten hours live air time a week on educational station. Four years motion picture production experience. M.A. in education and Television. Studying for PhD. Will locate anywhere. Salary open.

May 75. PRODUCTION MANAGER - DIRECTOR. 6 years TV experience in all phases of production. Network station. Good references. 24 years old. Married.

May 76. Versatile, creative, industrious young man with experience at the network level and relevent courses at Columbia University wishes to help an educational television station with its production problems.

May 77. School of Radio Technique graduate, thoroughly capable all phases TV Production, Programming with wide cultural background in Art, Music, theater and literature desires opportunity to offer his talents as Floor Manager, Program Assistant and Studio Technician to your station. Recently Production Assistant for nation-wide major network program.

May 78. Young man, 27, single; experience in commercial FM "good music" station as announcer, music commentator and member of program dept.; B.S. in Political Science, M.A. in Music; high scholarship; editor, college literary magazine; concert experience as pianist and composer; excellent references. Will consider part-time teaching in connection with position.

May 79. WANTED - TV Production, Cameraman. Production, Direction, Control Room Operation, Cameraman, etc. Will travel, relocate. 25; references on request.

May 80. Young man, vet., M.S. degree seeks opportunity in the field of education or associated field. Willing to learn or tackle any job.

May 81. Imaginate, personable, college graduate with heavy administrative sales and broadcasting experience ready to cooperate with community programming. Please advise your particulars.

May 82. Man wishes work in educational television. During semester 1953-54, assistant producer of The Living Blackboard series, televised by WPIX, New York under the auspices of the New York City Board of Education. His article, "An Educational TV Network," appeared in the August, 1954 The School Executive. Additional experience: teaching, book jacket design, editing. Would accept part time teaching in connection with job. B.S. English, Columbia University. M.A. Hunter College. Working toward Ph.D. at New York University. Radio training at Hunter College. TV training at the American Theatre Wing.

May 83. Producer-Director position desired by Technical Director of large commercial television station. Background includes work as television cameraman with New York network station, training in the production of documentary and educational films, and a liberal arts degree from a top university.

May 84. Young man, 27, seeks position as writer, director and/or producer of educational TV programs. Three college degrees, widely traveled, four years college teaching (drama) experience. Knowledge and practical experience of TV production techniques.

May 85. You want a practical administrator and broadcaster who knows the big picture as well as the details from the inside of commercial broadcasting. You need the man who wrote this.

May 86. I am a graduate of the Television Workshop of New York. I took a 480 hour course in Studio Operations, I graduated on August 25, 1954, and I am applying for a job as a Television Studio Technician. I am qualified to work as a cameraman, video operator, Mike boom operator, and audio, turntables, and floor manager. Studied remote operations, lighting, special effects, scenic labs, and film labs; also 60 hours of theory and terminology.

May 87. Man who has taught 14 years, experienced in: grades 4-12, school administration, coaching all athletics, dramatics, rural and urban living, railroader, merchant seaman. B.S. in Elementary Education, M.A. in Secondary Education, 63 quarter hours advanced graduate study beyond M.A. 6 weeks TV Institute, 2 weeks Radio-TV Workshop. Desires work in Educational TV or Radio, in college or educational station.

May 88. Mature executive and educator interested in development job in planning and producing educational TV programs which feature current public affairs analysis and comment, and which capitalize on the potentialities of the visual medium. Has developed written proposals and sample formats for such programs. No formal training or paid work experience in broadcasting, but broad executive experience in related fields: 1) Experience in analyzing public events and presenting their meaning in simple and concise form. 2) Experience and experimentation in making combined verbal and visual presentations ("briefings") for laymen, including conceiving and designing special visual materials. 3) Familiarity with current trends in informal adult education. 4) Discussions on news and public affairs program problems with network commentators and executives.

May 89. MOTION PICTURE CAMERAMAN: 6 years intensive skill and know-how related to 16-35mm cinematography, recording (optical, tape, disk), editing, laboratory processing practice (black and white); have Navy High Speed Photography experience; member SMPTE; self-reliant; inventive; relocate if required. Desires challenging responsible position where technical knowledge and ingenuity will be fully used.

May 90. Lucky combinations do bring success! Here is the happy combination you may be looking for...7 years teaching, over a year as a commercial radio announcer, over 76 TV programs produced in education over a commercial station. Can you use my services as a producer or consultant during the summer months?

May 91. Young (24) married, qualified studio technical, experienced in all phases of audio, video TV. Able to function as a "package TV technician" employing multi-job knowledge to successful station operation. Conscientious, sincere, loyal. A definite employer asset. Will gladly relocate for right position.

May 92. Position wanted in Educational TV for woman, 29; B.A., Masters Degree in Art, three years teaching experience, Art, Grades 1-12; business experience in Journalism, Mural Painting, Sales and Market Research. Interested in permanent work with opportunities for advancement.

May 93. Young woman teacher: B.A. Radcliffe; M.A. Columbia; experienced junior-senior high school, junior college, adult education; English, Social Studies, Science, guidance, dramatics, radio writing-production, school publications, PTA and community activities; member professional and civic organizations; background travel, social service, advertising, magazines, radio-TV reviews, public relations. Would like position writer/director; experienced radio-television writing, production, announcing, tape editing; numerous contacts educational and commercial fields. Willing to teach part-time, any level. Salary secondary, living conditions and atmosphere.

May 94. Head, Communications Division or Department, University or College, or public school system, to direct radio, motion picture and television operations and research and curriculum. Age 36, Ph. D. in communications and industrial psychology, Stanford University; Sigma XI. Six years of audio-visual research and research supervision, with major publications. Professional and technical experience in commercial and government radio, motion pictures and television.

Extensive staff and management experience in government and academic communications research and operating organizations. Formerly Director of Radio Workshop and Audio-Visual Aids Program, major western university. Able to undertake the development of a new academic division to integrate the arts and sciences involved in mass communication, offering applied undergraduate and graduate degrees, as well as a research Ph.D. Presently serving as Executive Assistant, Office of the Director, major governmental research program at a university.

May 95. ETV and EFM STATION MANAGERS and SPEECH DEPARTMENT CHAIRMEN PLEASE NOTE: Experienced teacher-producer wants to help you with programming, production, and/or teaching of radio-television. Ph.D. Presently employed as a university speech-radio teacher and Director of Radio-TV (includes management of an educational FM radio station). Experience includes 4 years professional theatre and radio work, and 5 years teaching and production in educational radio-TV. Complete background information on request.

May 96. VERSATILE, EXPERIENCED RADIO-TV WORKER. Experienced as Film Director, Chief Cameraman, Floor Manager, Continuity Writer, Director, and Announcer. Worked in small TV station where brains and versatility are "musts!" Now available for immediate work.

REPORT OF THE NAEB PLACEMENT SERVICE

October 1, 1955

Since the last NAEB Convention, the Placement Service has:

1. Increased its number of placements nine hundred per cent.

   This includes actual placements plus those in which we played an instrumental role. Many of the positions involved were of high responsibility, such as Station Manager, Production Head, Producer-Director and so forth. We feel educational broadcasting has benefited from gaining these talents through our efforts.

2. Improved its relations with employers as expressed by their increased confidence and interest in and cooperation with the Placement Service.

   More employers are now referring their personnel needs to us, as witnessed by over one hundred requests for personnel received so far. Our files contain many letters of commendation expressing confidence in us and urging us to continue our "valuable service."

3. Directly and indirectly improved its services to employers and employee candidates through readjustment of methods of operation resulting in increased efficiency.

   A vastly improved, convenient system of reporting vacancies is now in the planning stage, and more information on it will be forthcoming soon. Certain changes in procedures here have benefited employers and candidates through increased efficiency on our part.

4. Increased its file of applicants and developed new standards of screening applicants with the result that only well qualified personnel are now registering with us.

   We now have complete files on over one hundred twenty-five "active" applicants, plus approximately two hundred pending or "inactive" requests for registration. In screening, our concentration is on those personnel with degrees in radio and television plus actual experience in the field. We feel that educational stations should be staffed with well educated, fully trained and experienced personnel. It is our purpose to obtain such personnel for them.

Respectfully submitted by:

Robert E. Underwood, Jr.
Placement Officer

10/14/55 jy

NAEB PLACEMENT SERVICE

Anyone wishing to register with the Placement Service should contact Mr. R. E. Underwood, Jr., 14 Gregory Hall, Urbana, Illinois, and the proper registration forms will be forwarded immediately. Also, any employers interested in the candidates listed below should contact Mr. Underwood for particulars.

The following candidates have registered recently with us. We urge you to retain past issues of the Supplement for information concerning other candidates.

December 1. A mature woman, with two grown sons, would like to assist in teaching young people radio work. Wide radio experience, including continuity, traffic and woman's director over a total of 14 years. Very strong in continuity, with 4 years as radio continuity director; presently continuity writer, traffic director and film supervisor of commercial TV station. B.A., will take courses to obtain master's degree, if necessary. Prefers midwest town where she can become part of the community.

December 2. A producer-director of educational films dissatisfied with present duties as manager of 16mm distribution office desires employment with an educational TV station offering better use of his capabilities. Wide experience, all phases of film work. Also, eight years as commercial artist. Good knowledge of music and languages. Fulbright Scholarship to Italy, 1950-51.

December 3. A young single man of 30 has had 4 years experience in educational radio, 2 years in commercial radio, and 2⅔ years in international radio. B.A. in Speech-Radio; M.A. this year in Speech-Radio-Television. Has had one year of college level teaching experience. Is interested in radio and/or television production and direction. $4000 minimum.

December 4. A creative designer desires a position as Art Director in an educational television station. His ten years of professional experience includes: writing, design and direction of motion picture films (animated and live-action) for television theaters; management of own advertising art business; advertising and sales promotion layout and design for national accounts. Presently working in conjunction with an educational television station, but would prefer full-time employment in the field. Single, male, age 30.

December 5. A mature gentleman is seeking a position as a producer-coordinator or area chairman in radio and television. Ph.D. in Speech. 15 years commercial radio experience; 6 years experience in college and university teaching; 3 years as director of ETV workshop. Extensive experience in radio and television curriculum development. Producer of many ETV programs. Looking for a challenge.

December 6. A radio executive with an exceptional background is interested in entering the educational broadcasting field. Seventeen years work in commercial, propaganda and educational broadcasting here and abroad. M.A. plus complete knowledge of programming and production. Expect good salary.

December 7. A young married man with 2½ years commercial experience as producer-director is interested in management or a position leading to management. B.S. in speech, Northwestern University. Also experienced in promotion, sales, and advertising. Television positions have given him heavy experience in musical, dramatic, and religious shows, plus all types of remotes.

December 8. A young educational radio producer with workshop training in television wants a chance with a television operation, either station or production center. College graduate in radio broadcasting, now doing graduate work in theatre. Location immaterial, salary over $4500.

December 9. A mature man with six years experience in educational broadcasting now desires to move into a supervisory or managerial position. Proven writer and editor. Location immaterial, salary open.

December 10. A young (26) married man with seven years experience in radio is interested in educational television production. He has a B.S. in speech, with a radio major and a theatre minor. Currently an NBC Radio Production Director, and would be interested in a good radio position. Needs $4800.

December 11. A television electronics engineer, instructor and technical writer desires a position which will utilize his background. B.S. degree plus over thirteen years experience in electronics; project engineer on three important commercial stations for network. Formal training in industrial management and cost control: prepared material for FCC applications and analyzed competitors' applications. Also prepared technical lectures, demonstration materials and other training matter. Substantial experience in teaching radio, television, allied physics and mathematics. Prefers New York City or nearby area. Salary open.

December 12. A radio-television chief engineer is now available. Thoroughly acquainted with practical and theoretical methods of operation as gained through 21 years in the broadcasting field. Experienced in building, operating and promoting both radio and television. Prefers Eastern half of the country, but will go anywhere in the United States if conditions are right. Expect good salary.

Scanned from the National Association of Educational Broadcasters Records
at the Wisconsin Historical Society as part of
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A collaboration among the Maryland Institute for Technology in the Humanities,
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